

**MARGARET MICHAEL**

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**OBJECTIVE:** To work in a position position that allows me to make an impact in an administrative realm that serves a mission related to environmental policy and sustainability.

### **SUMMARY OF QUALIFICATIONS**

I am a highly motivated graduate student and public service professional with demonstrated experience in team leadership, project coordination, event planning, outreach, and communications. Strengths and abilities include:

- Outstanding organizational skills and ability to manage multiple projects simultaneously
- Strong critical thinking and capacity building abilities
- Effective leader with a strong ability to motivate team members
- Strong critical thinking and capacity building abilities
- Exhibited strong communication skills presenting information to diverse groups
- Skilled at Microsoft applications, GPS, GIS, R, Stata, SPSS, and Program MARK.

### **EDUCATION**

**UNIVERSITY OF COLORADO DENVER  
PUBLIC ADMINISTRATION MASTERS**

**Denver, CO  
August/2016 – July/2017**

*Studying Public Administration in UCD's accelerated program.*

**COLORADO STATE UNIVERSITY  
FISH, WILDLIFE, AND CONSERVATION BIOLOGY**

**Fort Collins, CO  
August/2012 – May/2016**

*Received my Bachelor's Degree from CSU in Fish, Wildlife, and Conservation Biology with a 3.215 cumulative G.P.A and a concentration in Wildlife Biology*

### **EXPERIENCE**

**MILE HIGH YOUTH CORP.  
CREW LEADER**

**Denver, CO  
May/2016 – August/2016**

*Responsibilities included leading a team and coordinating projects centered effective fire mitigation and invasive tree growth. Specific contribution and notable accomplishments included:*

- Led, trained, and ensure the safety of 10 team members on 5 fire mitigation projects over 3 months
- Engaged and coordinated with 5-7 different of project sponsors each of which contributed \$5,000 – \$10,000 toward project completion
- Assisted in tracking, reporting and administration of approximately \$10,000 in grant funded projects

**THE NATURE CONSERVANCY  
STEWARDSHIP ASSISTANT**

**Fort Collins, CO  
May/2015 – August/2015**

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*Responsibilities included leading volunteers on weed mitigation, rare plant monitoring, and trail maintenance projects. Coordinated events and tracked program progress.*

- Led and advised 3-10 volunteers with various land day projects two days a week.
- Corresponded with sponsors through email at least 2 hours a day planned and scheduled events that took place 1-2 times per week, and up keeping documents.
- Used GPS skills for rare plant monitoring 1-2 times per week.
- Communicated with sponsors, wildlife experts and managers, and volunteers about technical, scientific topics daily.

**MILE HIGH YOUTH CORP.  
ALUMNI MENTOR**

**Denver, CO  
May/2014 – August/2014**

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*Responsibilities included providing resources for Americorps corpmembers, advising crew technical skills, and completing organizational duties.*

- Wrote a company wide newsletter weekly.
- Partook in saw and trail work. Eradicated invasive trees and plants, and worked on various trail maintenance tasks such as fence repair, trail maintenance, and step construction.
- Office work including filing, organizing, and time spreads 1-2 per week.
- Completed a multi-day Leadership Summit