

Amy K. McGuire

Denver, CO, Email: amykmcguire@gmail.com

SKILL SUMMARY

- Demonstrated skills in project development and management, strategic planning, and fundraising
- Experienced evaluator with strong organizational skills in research design, data collection, analysis and reporting
- Effective communicator: excellent writer, experienced in group facilitation and presentation
- Highly collaborative team member and creative problem solver

EDUCATION

M.A. International Development (Concentration: Global Health): June 2006, University of Denver, Graduate School of International Studies – Denver, CO

B.A. Political Science (with High Honors): May 2002, University of Iowa – Iowa City, IA

WORK EXPERIENCE

Assistant Manager, Program Development and Design July 2007-Present
Goodwill Industries of Denver – Denver, CO. Manage program evaluation and new program development within Youth Services division. Oversee curriculum development. Supervise staff for WIA (Workforce Investment Act) contract program. Act as organization administrator for CiviCore database. Write program summaries and assist in fund development activities. Spearhead strategic planning efforts and new evaluation practices.

Permits Specialist (Administrative Support Assistant IV) Oct. 2006-July 2007
Denver Fire Department – Denver, CO. Managed Fire Prevention Bureau permits program, including processing payments and solving permit-related problems in cooperation with Fire Department inspectors and business owners. Designed and implemented a plan for maximizing revenue by collecting payment for unpaid permits.

Administrative Assistant Dec. 2003-July 2004
Tri-Ethnic Center for Prevention Research, Colorado State University – Fort Collins, CO. Processed surveys, edited reports, and evaluated phone transcripts. Researched topical issues and performed administrative tasks.

Family and Substance Abuse Initiatives Coordinator (AmeriCorps*VISTA) Nov. 2002-Nov. 2003
Community and Economic Development Office (CEDO) – Burlington, VT. Facilitated cross-departmental meetings. Designed and published monthly guide to city programs and a substance abuse resource guide. Coordinated county-wide study circles with over 100 community participants.

PROFESSIONAL INTERNSHIPS

Planning and Development Coordinator Jan. 2006-Oct. 2006
Institute for Environmental Solutions (IES) – Denver, CO. Wrote grant proposals to foundations and corporations to secure organizational funding. Constructed and modified budgets. Researched and tracked grant opportunities. Assisted in establishing a development plan and strategic plan.

Legislative Intern Jan. 2006-May 2006
Colorado General Assembly, Office of Representative Nancy Todd – Denver, CO. Managed day-to-day office affairs and conducted research on relevant policy issues. Attended events as a delegate of the Representative. Managed correspondence with and solved problems for constituents.

Strategic Planner May 2005-Sept. 2005
Namlo International – Denver, CO. Planned and facilitated Board retreat and wrote final planning document. Facilitated follow-up review meeting in August 2006.

OTHER WORK & VOLUNTEER EXPERIENCE

- **Board Member**, Institute for Environmental Solutions (September 2008 – Present)
- **Volunteer**, Namlo International (Ongoing - *as needed*)
- **Program & Relations Director**, Institute for the Study and Advancement of International Development, University of Denver (Mar. 2005-Mar. 2006)
- **Job Club Mentor**, African Community Center – Denver, CO (Jan.-Apr. 2005, Dec. 2006)
- **Staff Assistant Intern**, District Congressional Office of Jim Leach – Iowa City, IA (Jan. 2002-May 2002)
- **Political Security Intern**, U.S. Department of State, Office of International Information Programs (IIP) – Washington, D.C. (Aug. 2001-Dec. 2001)
- **Student Assistant**, American University of Paris Library – Paris, France (Aug. 1999-May 2000)

ADDITIONAL SKILLS

- **Computer Skills:** MS Word, Excel, Publisher, PowerPoint, FrontPage, Access; Endnote; Adobe PageMaker, Photoshop; data entry (including SPSS); SAS; CiviCore, Mac and PC
- **Language:** Proficient in *French* (reading, writing and speaking) and basic knowledge of *Russian*