

Melissa Webb

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QUALIFICATIONS

- **Grant-writing skills** utilized to solicit foundations for grants during internship
- **Current Project Assistant** with IES working to implement urban forestry in local area
- **Research skills** applied to stormwater management as potential area for development for IES
- **Fundraising skills** developed during 2011 Fall Fundraising Campaign for IES

EDUCATION

Josef Korbel School of International Studies, University of Denver Denver, CO
Master of Arts Candidate in International Administration Expected June 2013

Relevant Coursework:

Participatory Planning and Decision Support Non-profit Management Issues and Techniques
Human Rights in International Organizations Social/Environmental Impact Assessment

International Institute for Sustainable Development thru CSU Fort Collins, CO
Certificate in Community-Based Development December 2009 – May 2010

- Planned a monitoring and evaluation project and effectively communicated data

Colorado State University Fort Collins, CO
Bachelor of Arts in Anthropology May 2009

RELEVANT EXPERIENCE

Institute for Environmental Solutions Denver, CO
Graduate Intern August 2011 - present

- Campaign coordinator for Colorado Gives Day 2011: raised \$6500 and doubled total number of donors
- Developing and implementing upcoming project: *Trees for Healthy Community and Economy*
- Conducting survey to assess economic evaluation of benefits that trees provide
- Initiated contact and collaboration with City of Wheat Ridge to develop project in conjunction with Urban Waters grant award
- Developing strategy to obtain corporate sponsorship for upcoming projects

Trees, Water & People Fort Collins, CO
International Development Intern July 2010 – October 2010

- Researched foundation database and foundations' websites for potential donors for current projects
- Worked with Development Director to write and submit grant proposals to potential donors

Wildlands Restoration Volunteers

Boulder, CO

Restoration Volunteer

April – June 2011

- Employed Outdoor Stewardship Institute's training program for ecological restoration
- Crew leader trainee on Carnage Canyon Restoration project and Fourmile Fire Restoration project

OTHER EXPERIENCE**ATT**

Ft. Collins, CO

Sales Support Representative

April 2007- July 2010

- Developed and maintained professional relationships with business account holders
- Worked directly with store manager and small business advisor to resolve escalated problems with individual customers and business accounts

Sierra Trading Post

Cody, WY

Retail Supervisor

October 2000 – April 2006

- Managed eight people during my shift and ensured store procedures were followed properly
- Conducted weekly inventory store counts, found discrepancies in quantities and made adjustments