

Mallory Minter

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EDUCATION

The Fletcher School – Tufts University

M.A. Law and Diplomacy Candidate

Medford, MA

May 2013

- International Negotiation & Conflict Resolution; Human Security
- Leir Humanitarian Assistance Fellow; Golden Key Society Graduate Scholar; Trilling Society Scholar

University of North Carolina at Chapel Hill

B.A. Public Policy Analysis and International Studies (focus in Africa and Development)

Chapel Hill, NC

May 2009

- Study Abroad: University of Dar es Salaam, Tanzania, 2008

WORK EXPERIENCE

The Advocacy Project/Initiatives for Peace and Human Rights

Peace Fellow/Intern (Rwandan peacebuilding organization)

Kigali, Rwanda

June-August 2012

- Monitor project implementation of a Mobile Legal Aid Clinic funded by the MacArthur Foundation and provide recommendations for proceeding project phases
- Draft Initiatives for Peace and Human Rights' (IPHR) internal regulations
- Improve public relations by generating an information booklet on IPHR, strengthening IPHR's website, and routinely posting updates online about IPHR's work

Tufts University Academic Resource Center

Time Management and Study Strategies Consultant

Medford, MA

August 2011-Present

- Coordinate with Tufts University undergraduate and graduate students to identify needed steps and create a reasonable plan that will allow a student to accomplish his/her goals successfully
- Review reading, writing, and study strategies with students to improve academic work efficiency and effectiveness
- Analyze students' learning preferences in order to teach appropriate techniques that work best with how a specific student learns

Reform Development Consulting

Consultant (South African applied social research consulting firm)

Durban, South Africa

January-June 2011

- Managed a baseline study on gender-based violence (GBV) surveying 1,500 households in KwaZulu-Natal to understand the prevalence of GBV and assist the government in defining strategies for GBV prevention
- Conducted quality control and data verification for an Impact Analysis of South Africa's Child Support Grant, charged by South Africa's Department of Social Development (DSD) and UNICEF
- Crafted proposals for data collection and analyses projects in South Africa, Zambia, and Kenya

ICF International

Business/Systems Analyst [contractor to FHWA's National Highway Institute (NHI)]

Arlington, VA

December 2009-January 2011

- Worked with DOT web designers, developers, and clients to redesign the NHI web site
- Developed and delivered training to NHI staff on system updates and revised management procedures

Research Assistant

August-December 2009

- Developed a competency model used by the Smithsonian Institute to recruit front-line managers demonstrating qualities compatible with the Institute's vision
- Updated Instructor-Led Training (ILT) modules and developed an Overview and Troubleshooting Guide for USPS's new nationally-implemented postal tracking system
- Revised ILT training content for FEMA's Radiological Emergency Preparedness (REP) program
- Managed project expenses for a comprehensive workforce evaluation of the US Marshals Service

UNC American Indian Center

Intern

Chapel Hill, NC

January 2009- May 2009

- In collaboration with other interns and consultants, conducted interviews with government officials, economic development specialists, and representatives from the Occaneechi-Saponi, Cherokee, Haliwa-Saponi, and Lumbee tribes (among others) regarding present cultural tourism practices and experiences among North Carolina American Indians
- Analyzed case studies of successful cultural tourism initiatives worldwide using the SWOT (Strengths, Weaknesses, Opportunities, Threats) method in order to highlight best practices applicable to the North Carolina American Indian population
- Best Practices and Cultural Tourism Alternatives were presented to American Indian attendees and affiliates at the North Carolina Unity Conference in May 2009

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VOLUNTEER EXPERIENCE

- **Mediator/Massachusetts Small Claims Court** • Boston, MA • November 2011- Present
- **Tutor/Office of Migration and Refugee Services** • Arlington, VA • January 2010 – January 2011
- **Script Writer and Actor/Theater for Development** • Chapel Hill, NC • August 2007 – May 2009
- **Hospice Volunteer/Community Home Care and Hospice** • Chapel Hill, NC • June 2006 – May 2009
- **English Tutor/Mwenge Woodcarvers' Market** • Dar es Salaam, Tanzania • July 2008 –December 2008
- **Elementary School Tutor/HYPE-Campus Y** • Chapel Hill, NC • January 2006 – May 2007
- **Adult Literacy Tutor/Fayetteville Urban Ministry** • Fayetteville, NC • September 2004 – May 2005
- **Elementary School Tutor/Key Club** • Fayetteville, NC • September 2001- May 2004

PUBLICATIONS

- **A Handbook on American Indian Cultural Tourism in North Carolina.** UNC American Indian Center. August 2009.
- “Environmental Sustainability in Fayetteville: A Returning Native’s Impressions.” *Sustainable Sandhills Newsletter*. August 2009.
- “Safari Yangu ya Tanzania.” *Carolina Passport*. Spring 2009.

LANGUAGES AND SKILLS

- English-Native • French-Proficient • Kiswahili-Conversational
- Certified Mediator for the State of Massachusetts
- Excel Advanced Training, Microsoft Word, PowerPoint, Publisher, SharePoint, SAS