

Molly Manley

5150 Scotten St.
Detroit, MI 48210

(313) 377-2580
molly.r.manley@gmail.com

EDUCATION:

University of Michigan - Dearborn

Master of Public Policy

Bachelor of Arts in Political Science with a Minor in Anthropology

Dearborn, MI

Currently Enrolled

Graduated on May 1st 2011

Henry Ford Community College

GPA: 3.6

Dearborn, MI

Aug 2004-Dec 2006

EXPERIENCE:

University of Michigan-Dearborn

Dearborn, MI

Integrated Learning and Community Partnership Office

*Research Assistant/AmeriCorps*VISTA 10/2011 – Present*

- Benchmarking research of best practices for university community engagement activities nationwide
- Office liaison to Focus: HOPE; communicate opportunities for Focus: HOPE at UM-Dearborn and opportunities for UM-Dearborn faculty, students and staff at Focus: HOPE, such as work study opportunities
- Annually organize campus wide engagement inventory of faculty, staff and student community engagement
- Analyze and run engagement inventory reports through Excel and SPSS
- Plan and organize recognition events for students
- Recruit, organize and manage volunteers for annual Concert of Colors Festival

Environmental Defense Action Fund through Fieldworks

Royal Oak, MI

Contract Employee 04/2010 – 06/2010

- Created contacts for political supporters of environmental defense policies using grassroots methods and always surpassed my daily goals
- Provided voters with resources to contact their representatives

Canadian Parliament Internship

Ottawa, ON

Intern 05/2009 – 06/2009

- Wrote documents for Parliament on behalf of Kirsty Duncan M.P., as well as various other publications and correspondences
- Created a monthly newsletter and updated the website
- Performed basic office duties including sorting mail, answering phones and e-mails, greeting visitors, faxes, copies, and data entry
- Expected to handle many duties at once with personal initiative and little guidance, learning fast and teaching myself how to do certain tasks were expected traits

Target

Allen Park, MI

Pricing Specialist 10/2009 – 05/2010

- Changed prices according to competitor prices, available stock, and seasonal demand

Logistics Team Member 05/2007 – 10/2009

- Focused on the importance of teamwork and logistical support as well as independently
- Replenished products leaving the sales floor, completed stock reports and audits, returned excess stock to the distribution center when needed

Ramp Agent 05/2005 – 01/2006

- Encouraged and supported a sense of team synergy as well as self-motivation, which were both a necessity to ensure efficiency
- Calculated flight loads and loaded cargo accordingly

Prospect Airport Services

Detroit Metro Airport, MI

Mesaba Escort Lead 02/2005 – 05/2005

- Oversaw a team of 6-12 full time staff and coordinated their schedules
- Ensured the safety of passengers while maintaining security protocol

Passenger Service Assistant Lead 07/2002 – 02/2005

- Oversaw a team of 6-12 full time staff and coordinated individual assignments
- Ensured that each segment of the airport had the appropriate equipment on hand to meet the needs of passengers at all times

Dispatcher 08/2002 – 02/2005

- Coordinated assignments according to flight loads
- Updated and entered data while simultaneously answering phone calls and the radio

Passenger Service Assistant 05/2002 – 07/2002

- Met the needs of any passenger, specifically those with special needs

COMPUTER SKILLS: SPSS, Qualtrics, Microsoft Word, Excel, PowerPoint, and Publisher.

ACHIEVEMENTS:

Academic

- Dean's List (winter semester) **2011**
- University of Michigan-Dearborn Transfer Student Scholarship **2007**

Leadership

- Tectonic Leadership Training Certificate **2011**
- Blueprints Leadership Completion Certificate **2011**
- University of Michigan-Dearborn Student Leadership Legacy Award **2011**

Greek Life

- Kappa Omega Chi Scholarship Award (highest GPA) **2011**
- Kappa Omega Chi Campus Service Award (most involved sister on campus) **2011**
- Sorority Woman of the Year **2011**
- Kappa Omega Chi Leadership Award (this sister is recognized as an emerging leader) **2009**

ACTIVITIES:

Academic

- University of Michigan-Dearborn Theory Group for Inside-Out Alumni **09/2012 – Present**
- University of Michigan-Dearborn Inside-Out Prison Exchange Program **01/2011 – 04/2011**
- Phi Theta Kappa International Honors Society **09/2006 - Present**

Leadership

- Tectonic Leadership Center Think Tank Member **05/2011 – 05/2012**
- Blueprints Leadership Program **09/2010 – 04/2011**
- MGCA/NBGLC Leadership Conference **02/2009**
- ULEAD Leadership Workshops (Time Management and Leadership vs. Management) **10/2007 – 12/2007**

Community and Student Organizations

- GOLD – University of Michigan-Dearborn **06/2011 – Present**
- Special Olympics Detroit Polar Plunge Planning Committee **11/2010 – 02/2011**
- College Democrats – Secretary Executive Board Member **08/2009 – 05/2010**

- **MLK day of Service volunteer 01/2008 – 01/2011**
- **Greek Leadership Council – Vice President and Philanthropy Chair 09/2007 – 04/2011**
- **Greek Week Planning Committee 03/2007 – 05/2009**
- **Kappa Omega Chi Sorority – President, Historian, Philanthropy, and Public Relations Chair 02/2007 – 05/2011**