

ALETA SARA WILEY

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PROFILE

Master's degree in Conservation Biology. Five years experience planning scientific, educational, and fundraising events for environmental organizations. Two years experience teaching undergraduates in biology courses. Skilled at fostering partnerships, recruiting and training volunteers, and managing budgets. Strong computer skills, including desktop publishing, database management, and basic web design. Excellent at working independently and in a team, facilitating conflicts diplomatically, communicating effectively, and learning new skills quickly.

EDUCATION

M.S. Sustainable Development & Conservation Biology **University of Maryland, College Park** **2005- 2007**

Courses: Evolutionary Ecology, Ecological Economics, US Wildlife Policy, Negotiation & Conflict Management

B.A. Psychology, General Honors **University of Chicago** **1999- 2003**

Courses: Animal Behavior, Language Development, Field Ecology, Cognitive Psychology, Apes and Human Evolution

Semester Abroad, Tropical Ecology for Undergraduates **Universidad de Costa Rica** **Fall 2002**

Courses: Natural History of Costa Rica, Tropical Ecology, Biodiversity and Conservation, Intermediate Spanish

WORK EXPERIENCE

Science Programs Assistant, Ecological Society of America (ESA); Washington, DC **7/07-present**

- Coordinate scientific sessions at ESA's annual meeting of 4,000 attendees in 2008, 2009, and 2010:
 - Manage the external review process for 100 organized session proposals.
 - Create thematic sessions from 2,000 individually-submitted research abstracts.
 - Recruit and train 130 volunteers to serve as moderators during oral presentations at the meeting.
- Managed logistics for a conference on "Water-Ecosystem Services, Drought, and Environmental Justice", Nov. 2009:
 - Helped presenters upload video case studies to YouTube to increase public access to educational materials.
 - Facilitated monthly planning calls with the Organizing Committee for 18 months prior to the Conference.
- Coordinated two national and three regional workshops for the US Geological Survey's National Climate Change and Wildlife Science Center to help them incorporate recommendations from all nonprofit, academic, state, and tribal stakeholders.
- Manage the production of an ad-hoc publication, *Issues in Ecology*, by hiring science writers and overseeing final layout.

Festival Coordinator: Bird Fest!, Smithsonian National Zoo; Washington, DC **Spring 2007**

- Assisted in planning and promoting events for International Migratory Bird Day, including public lectures, theatre performances, and a two-day, outdoor festival with educational activities to increase awareness of migratory birds.
- Scheduled school groups attending shows, designed promotional fliers, and recruited exhibitors.

Consultant, Human-Wildlife Conflict Collaboration; Washington, DC **Fall 2006**

(project completed for a capstone graduate course in interdisciplinary problem solving)

- Established a new collaborative partnership to address issues in human-wildlife conflict on a global scale by coordinating a two-day stakeholder meeting for 50 conservation practitioners.
- Managed a \$3,500 budget and assisted in planning the agenda and materials for the meeting.

Philanthropy Assistant, The Nature Conservancy; New York, NY **1/04-7/05**

- Supported development staff in cultivating relationships with high profile donors by submitting grant proposals, preparing solicitation mailings, organizing outreach and trustee events, and maintaining the donor database.

- Zookeeper Intern**, Marine Mammal Department, Brookfield Zoo; Chicago, IL **Summer 2003**
(collection: bottlenose dolphins, walrus, fur seals, harbor seals, sea lions, Harris hawks)
- Assisted in all aspects of operations, including training and feeding sessions and engaging visitors during demonstrations.
- Student Assistant**, Audubon Ecology Camps, Maine Audubon Society; Hog Island, ME **Summer 2002**
- Assisted with nature walks, boat trips, and other activities during camp sessions with adult and teenaged campers.
- Production Assistant**, Chicago MAROON; University of Chicago **11/00-7/01**
- Designed layout for a bi-weekly campus newspaper with QuarkXPress.

TEACHING AND RESEARCH

- Teaching Assistant**, “Introduction to Cell and Molecular Biology”; University of Maryland **08/06-07/07**
- Taught weekly lab sections of undergraduates the basics of biology and guided them through lab exercises.
 - Graded lab reports, tests, poster presentations, and practical examinations throughout the semester.
- Teaching Assistant**, “Research in Animal Behavior”; University of Chicago **Spring 2003**
- Helped college students design, conduct, and analyze data for observational projects at Brookfield Zoo.
- Karner Blue Butterfly Steward**, Student Conservation Association; Wilton, NY **Summer 2006**
- Monitored a rare population of a federally endangered butterfly around the Wilton Wildlife Preserve.
 - Wrote the annual report on the butterfly’s status for The Nature Conservancy and New York state government.
 - Created a photographic wildflower guide for visitors to the Preserve (PDF available at www.aletawiley.com).
- Student Researcher**, “Research in Animal Behavior”; University of Chicago **Spring 2002**
- Conducted an individual project on the interactions of breeding pairs of Humboldt penguins at Brookfield Zoo.

LEADERSHIP AND COMMUNITY SERVICE

- Butterfly Pavilion Docent**, Smithsonian National Museum of Natural History **1/09-present**
- President**, Habitat for Humanity Campus Chapter; University of Chicago **05/01-05/02**
- Resident Advisor**, University of Chicago Housing **09/01-06/02**
- Camp Counselor/Ropes Course Instructor**, South Mountain YMCA, Wernersville, PA **Summer 2000**
- Camp Counselor/Canoe Instructor**, Camp Augusta, Nevada City, CA **Summer 1999**

SKILLS AND INTERESTS

- Computer:** Microsoft (Word, Excel, Powerpoint, Access, Frontpage), Mac and PC platforms, Team Approach fundraising software, Conference Exchange abstract databases
- Desktop Publishing and Design:** Adobe (Photoshop, InDesign), QuarkXPress, basics of HTML
- Languages:** proficient in Spanish
- Field Skills:** butterfly counts on transects, habitat sampling, basic mist-netting and bird-banding
- Independent Travel:** Belize, Costa Rica, Dominican Republic, France, Ireland, Italy, Nicaragua, Spain
- Other Interests:** bird- and nature-watching, canoeing, running, road biking, yoga, photography, swing and salsa dancing

References available upon request.