

ALETA S. WILEY

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EDUCATION

M.S. Sustainable Development & Conservation Biology **University of Maryland, College Park** **2007**
B.A. Psychology, General Honors **University of Chicago** **2003**
Tropical Ecology Semester Abroad, Universidad de Costa Rica, San Jose, Costa Rica, Fall 2002

WORK EXPERIENCE

Conference Coordinator, University of Washington, Seattle, WA **Apr. '11-current**

- Organize training sessions offered by the Department of Environmental Health & Safety for UW staff and students.
- Arrange pre-registration, schedule rooms, and manage post-training data using Microsoft Access databases.

Program Assistant, Bill & Melinda Gates Foundation, Program on Global Health, Seattle, WA **Oct. '10-Mar. '11**
Contractor through Volt Workforce Solutions

- Organized business records in grants database (Unison) to keep the Foundation in compliance with legal requirements.
- Provided direct support to Program Officers, including high volume of calendaring for internal and external meetings.

Asst. Coordinator, Undergraduate Research Program, Harvard University, Petersham, MA **Summer 2010**

- Mentored 34 college students at Harvard Forest working as summer research assistants on ecological projects and coordinated events for the program, including weekly seminars, end-of-summer Symposium, and social activities.
- Developed and implemented a communications and outreach plan for program alumni, which included managing blogs and organizing program evaluations.

Science Programs Assistant, Ecological Society of America (ESA), Washington, DC **July '07-March '10**

- Coordinated scientific sessions at ESA's annual meeting of 4,000 attendees in 2008, 2009, and 2010:
 - Managed review process for 100 session proposals and created thematic sessions from 2,000 research abstracts.
 - Recruited and trained 130 volunteers to serve as moderators during oral presentations.
- Managed logistics for a conference on "Water-Ecosystem Services, Drought, and Environmental Justice", Nov. 2009:
 - Facilitated monthly planning calls with the Organizing Committee for 18 months prior to the Conference.
 - Helped presenters upload video case studies to YouTube.
- Coordinated national and 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.
- Managed 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.

Teaching Assistant, "Introduction to Cell and Molecular Biology"; University of Maryland **Aug. '06-July '07**

- Taught weekly lab sections of undergraduates the basics of biology and guided them through lab exercises.

Karner Blue Butterfly Steward, Student Conservation Association; Wilton, NY

Summer 2006

- Monitored a rare population of a federally endangered butterfly on the Wilton Wildlife Preserve.
- Wrote the annual report on the butterfly's status for The Nature Conservancy and New York state government.

Philanthropy Assistant, The Nature Conservancy; New York, NY

Jan. '04-July '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.

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, basic HTML

Languages: proficient in Spanish

(completed a 4-week advanced immersion course at Vinigulaza Language Institute in Oaxaca, Mexico, April 2010)

Independent Travel: Belize, Costa Rica, Dominican Republic, France, Ireland, Italy, Mexico, Nicaragua, Spain

Other Interests: running, writing, swing and salsa dancing, photography, hiking