

## Amy B. Vaerewyck

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Creative, high energy, self-starter with hands-on knowledge of non-profit organizational and program development needs, and a working understanding of basic fundraising strategies.</li> <li>• Broad experience in writing results-oriented editorial, program and marketing materials.</li> <li>• Keen understanding of online viral communications strategies, as well as website administration and project management.</li> <li>• Formal training in team-building, leadership, and conflict resolution techniques.</li> <li>• Outstanding history of volunteer service and community involvement.</li> </ul>	
<b>Experience</b>	<b>Roots &amp; Shoots Communications Manager</b> the Jane Goodall Institute, Arlington, Virginia	2006 - Present
	<ul style="list-style-type: none"> <li>• Manage, write, edit online and print materials for global youth program.</li> <li>• Manage development, maintenance of dynamic, member-based website.</li> <li>• Develop interactive, conservation web pages for youth audience.</li> <li>• Participate in building high-level corporate partnerships.</li> <li>• Facilitate regional, national, international media relations.</li> <li>• Manage editorial quality assurance at regional, national, international level.</li> <li>• Support local, regional staff in executing strategic communications plans.</li> <li>• Supervise junior staff, providing professional development mentorship.</li> </ul>	
	<b>Graduate English Instructor</b> , University of Colorado, Boulder	2004 - 2006
	<ul style="list-style-type: none"> <li>• Instructed 3-credit-hour "Introduction to Creative Writing" course.</li> <li>• Planned executed college-level lessons for 18 students.</li> <li>• Evaluated, grade student work, progress in three writing genres.</li> </ul>	
	<b>Team Member</b> , AmeriCorps/LCYCC, Fort Collins, Colorado	2002 - 2003
	<ul style="list-style-type: none"> <li>• Completed 1,700 hours volunteer service for non-profit organizations.</li> <li>• Worked with 10-member team for regional environmental conservation.</li> <li>• Developed, coordinated, implemented two community service projects.</li> </ul>	
	<b>Editorial Intern</b> , <i>Endless Vacation</i> , RCI, Indianapolis, Indiana	Summer 2002
	<ul style="list-style-type: none"> <li>• Wrote for bimonthly publication of multi-national timeshare company.</li> <li>• Managed production of several magazine sections.</li> <li>• Edited, fact-checked copy, layout.</li> </ul>	
<b>Education</b>	<b>Graduate Studies – University of Colorado, Boulder</b> • Master of Arts in Creative Writing	2006
	<b>Bachelor of Arts – Butler University, Indianapolis</b> • GPA (4.0 scale): Journalism 4.0, Overall 3.979 • Summa cum laude with departmental and highest university honors • Majors: Journalism, German; Minor: English • Study Abroad, Philipps Universität (Spring 2000)	2002
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Published writing in: <i>The Indianapolis Star</i>, <i>South Bend Tribune</i>, <i>Indianapolis Woman</i>, <i>Angie's List</i>, <i>The Rocky Mountain Bullhorn</i></li> <li>• Writer/Executive Board Member, DC EcoWomen</li> <li>• Weekly Volunteer, Homeless Children's Playtime Project</li> <li>• Member, Alpha Phi Omega Service Fraternity (1998-2002)</li> </ul>	
<b>References</b>	<ul style="list-style-type: none"> <li>• Available upon request</li> </ul>	