

### **Polly Program Developer**

2400 Limited Lane NW, Apt. 22, Olympia, WA 98502, (360) 555-3457

**OBJECTIVE:** A challenging opportunity to use my classroom leadership and program development skills.

#### **PROGRAM DEVELOPMENT**

- Independently conceived, designed, implemented and documented an innovative legislative orientation program targeting middle school students for the Washington YMCA Youth and Government program.
- Responsible for the camping experience of 240 participants in the Summer YMCA Camp Otter.
- Redesigned and strengthened programming, meeting the growing needs of the Regional YMCA Youth Legislative Delegation.

#### **ORGANIZATION**

- Updated computer files and refined organization for securing host families for 400 student legislators.
- Coordinated van and bus transportation to host homes.
- Recruited volunteers and guest speakers, prepared schedule of activities.
- Monitored budget for the eight month program.

#### **TEACHING AND TRAINING**

- Guided college freshman at Evergreen to interpret and express their ideas through writing in both individual appointments and weekly lectures which resulted in improved thesis and research writing.
- Planned and presented a series of lectures and workshops for student government organizations.
- Facilitated staff training sessions resulting in positive group development with over 40 adults and teens.

#### **COMMUNICATION**

- Completed written evaluations for seven staff members under my supervision.
- Evaluated by supervisor to be solution oriented and skilled in listening.
- Completed academic writing portfolio which demonstrates outstanding writing skills.

#### **EMPLOYMENT**

- Advisor, Olympia YMCA Youth Legislature Program, Olympia, WA 2004 to present
- Writing Assistant, The Evergreen State College, Olympia, WA 2005 to present
- Camp Director Associate, YMCA Camp Otter, Seattle, WA Summer 2002

Housing Coordinator, YMCA Youth Core in Government, Olympia, WA 2003-2004

#### **EDUCATION**

- Bachelor of Arts, The Evergreen State College, Olympia, WA, to be completed 2006

**References Available Upon Request**