

# MADELEINE BELLER

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## SUMMARY

- ✓ Driven, diligent, & earnest early-career professional seeking challenging & impactful new experiences
- ✓ Passionate about leveraging communications and logistics to drive stakeholder journeys and outcomes
- ✓ Experienced in directing programs and projects, policy analysis, and managing social media platforms
- ✓ Data-driven, collaborative, & empathetic, possessing solid critical thinking & problem-solving abilities
- ✓ Hold dual Bachelor degrees, in Environmental Studies, & Philosophy with a minor in Computer Science

## CORE STRENGTHS

Communications	Interpersonal	Software	Technical
Blogging	Consultative	Google Workspace	Data Analytics
Community Outreach	Conflict Resolver	HTML	Events Planning
Content Creation	Diplomatic	Microsoft Excel	Meeting Facilitation
Social Media Management	Empathetic	MS Office 365	Policy Analysis
Stakeholder Engagement	Energetic	Java	Program/Project Mgt.
Video Editing	Versatile	SQL	Researching

## EXPERIENCE

### **AmeriCorps Food Security Resource Development VISTA**

[United Way Worldwide](#)

Alexandria, VA; 3/2022-Present

- Write blog posts and articles that educate readers on food insecurity and how local United Ways, partners and volunteers are addressing it.
- Work with internal UWW departments and external stakeholders to expand support and generate resources for food security programs.
- Support the expansion of the resource development area of the online project library focusing on food security and food education. Incorporate newly created supplemental materials.
- Organize fundraising events and seek donations through proposal writing and strengthened relationships with donors.

### **Fellowship: Sustainability Coordinator**

[St. Mary's College of Maryland](#)

St. Mary's City, MD; 8/2020 - Present

- Collect resource development best practices from United Ways across the country. Review and disseminate these practices throughout both the US and international UWW networks.
- Support/Promote sustainability programs, facilitating operations within the Office of Sustainability
- Supervised, coached, & managed performance & workflow of 7 Staff members, as well as Volunteers

- Partner internally in managing energy efficiency, waste reduction, & other green projects/initiatives including work on the Campus Farm
- Organize, publicize, and facilitate events, coordinate outreach, and champion the Office's mission
- Oversee the content of the main website; Run social media accounts (Instagram, Facebook, Tiktok)
- Analyze campus energy consumption; Monitor campus energy usage (renewable & nonrenewable)
- Document, monitor, and evaluate program effectiveness; Research and analyze policies and trends
- Interface with external stakeholders; Build, maintain, and nourish collaboration & issue engagement
- Advise College Leadership on an array of critical issues; Deliver presentations to key internal parties

### **Highlights**

- ✓ Maintain sustainability strategic plan, making recommendations to advance programs & initiatives
- ✓ Diplomatically navigate the complex institutional climate to expedite projects & propose new ones
- ✓ Member of the Sustainability Council, serving as primary Staff member supporting Council's efforts
- ✓ Manage the College's Climate Action Plan, monitoring progress in achieving the set objectives/goals
- ✓ Lead assessment efforts of College's carbon footprint, partnering w/internal & external stakeholders
- ✓ Moderated events with speakers such as State Senator Mary Washington & Dr. Sacoby Wilson – (view the discussion here: [https://www.youtube.com/watch?v=o\\_9hPyXXJfU&t=4s&ab\\_channel=SustainabilityFellow](https://www.youtube.com/watch?v=o_9hPyXXJfU&t=4s&ab_channel=SustainabilityFellow))

### **Founder**

#### **Spill Green Tea Blog**

Potomac, MD; 11/2020 - Present

- Create and publish original and engaging content in the form of blog posts, videos, and tutorials
- Research, aggregate, dissect, and curate information on a wide array of compelling topics and trends
- Interview interesting personalities and subject matter experts as part of the research/writing process
- Recruit guest contributors, overseeing their assignments & workflow, & editing final submissions
- Collaborate with St. Mary's College of Maryland to create content for its sustainability newsletters
- Steadily and organically increased website traffic & readership to hundreds of monthly active users

### **Project Director**

St. Mary's City, MD; 1/2016 - 5/2016

#### **St. Mary's College of Maryland**

- Managed a multitude of diverse creative projects for St. Mary's Environment Studies Department
- Directed the making of novel departmental promotional videos, from shooting footage to publication
- Leveraged a range of video editing & other artistic software in crafting professional-quality content
- Partnered w/internal stakeholders, promoting Department's environmental & sustainability efforts

### **EDUCATION**

- [St. Mary's College of Maryland](#) - St. Mary's City, MD - 2020
  - Bachelor of Arts - Environmental Studies

- Bachelor of Arts - Philosophy, with a minor in Computer Science
- Semester abroad at [Stellenbosch University](#) - South Africa - Spring 2018
- Semester abroad at [University College Dublin](#) - Ireland - Fall 2019
- [Bard College's C2C Fellows Sustainability Leadership Training](#) - Virtual - 2021
  - Focused on environmental leadership from an entrepreneurial perspective