

MELODY CLARK
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SUMMARY OF QUALIFICATIONS

- Skilled in successfully multi-tasking in fast-paced, deadline-driven environments
- Proficient in impact measurement and evaluation of international development grants and programs
- Experienced in various research methodologies and fieldwork case study execution
- Knowledgeable in a wide range of research and data analysis (both quantitative and qualitative)
- Engaged critically in international development, international relations, and public policy
- Versed in researching grantees, impact measurement and evaluation, and other due diligence activities in a foundation setting
- Adept in multiple project management and organization techniques
- Efficient in written and verbal communication
- Dexterous in researching, searching, writing, editing, and proofreading in a variety of styles
- Regarded as a can-do leader, independent worker, and positive team player

PROFESSIONAL EXPERIENCE

Research Coordinator | Technology and Social Change Group (TASCHA)

2010-present

- Coordinate 10 international research teams for the Global Impact Study in 10 developing or transitioning countries around the world
- Create and coordinate reporting (both narrative and financial) templates, timelines, and milestones for sub-grantees and contractors
- Assist research lead in scheduling and drafting agendas for meetings and convenings with sub-grantees and contractors
- Draft scope of work and proposals for sub-grantees and contractors
- Work with University of Washington's fiscal offices to create, revise, and reallocate budget
- Write and update web content for project's website
- Manage online community building with appropriate industry stakeholders

Graduate Research Assistant | Bill & Melinda Gates Foundation Global Libraries

2009-2010

- Evaluate needs and readiness of potential countries for likelihood of grant success
- Research prospective grantees, relevant stakeholders, and likely partners for future grants
- Develop internal reporting tool for tracking grantee indicators and metrics of impact, sustainability, and advocacy; draft reports based on impact metrics for director
- Perform extensive research searches to gather information from a wide variety of sources and databases for program officers
- Maintain a web-based toolkit for Global Libraries grantees by managing and creating content, embedding media, and overall information architecture of the site

- Create daily and weekly updates on current events in countries of interest, developments in public libraries, and news surrounding information communication technologies for development (ICT4D) and the digital divide and international development

Research Assistant | University of Washington | Landscape Study

2009-2010

- Work with principal investigator Ricardo Gomez on the Landscape Study, funded by the Gates Foundation Global Libraries Initiative
- Write numerous papers based on findings from the Landscape Study
- Edit and rework previously published papers to be included in a chapter book on the Study to reach a wider audience

Search Intern | Getty Images

2010 (January-March – one quarter long)

- Researched and wrote hundreds of Boolean queries to disambiguate and weight keywords of images and footage for both Editorial and Creative websites
- Performed research analysis of search logs for top consumer searches to identify trends
- Worked within and edited controlled vocabulary and taxonomy of keywords and preferred terms
- Examined and researched leading Getty competitors and Google and Bing image searches, suggested numerous enhancements to Getty's image retrieval system to strengthen customer satisfaction

Coordinator | Center for Information and Society (CIS)

2008-2009

- Served as primary support person to the Director
- Planned meetings, events, and conferences
- Drafted letters, documents, and memos
- Documented and implemented procedures for the Center
- Responded to inquiries regarding the Center on behalf of the Director
- Created and maintained a database of the Center's existing network of researchers, guest speakers, and affiliated faculty and professionals
- Represented the Center at internal university events and external events on behalf of the Director
- Supported research program development by identifying new venues for research studies
- Researched grants and funding; compose grant applications and letters of inquiry

Researcher | U.S. IMPACT - Free Access to Public Access Computing

2008-2009

- Worked with principal investigators Karen Fisher and Mike Crandall on the U.S. IMPACT project, funded by the Gates Foundation U.S. Libraries program and the Institute of Museum and Library Services
- Profiled communities, libraries, and online presence of two case study sites, Baltimore, Maryland and Marshalltown, Iowa

- Incorporated and analyzed findings according to seven key domains (civic engagement, eCommerce/eBusiness, education, eGovernment, employment/workforce, health, and social inclusion)
- Conducted field research by interviewing public access computing users, library staff and administration, community members, policy makers, and friends of the library
- Code and analyze field notes and interview transcripts in Atlas.ti and SPSS
- Performed detailed data analysis, quantitatively and qualitatively

Creative Consultant | smartdept. inc.

2007-2008

- Researched creative industry's current trends, needs, and standards
- Avidly recruited and qualified appropriate talent for industry needs
- Communicated directly with high-level management to ensure creative needs are met
- Served as office database and information systems troubleshooter, reducing by 45% employee "down time"
- Composed, edited, and proofread job ads/descriptions for open positions, as well as bios and promotional materials for candidates
- Organized logistics, timelines, and deadlines for project execution
- Effectively employed specific strategies to coordinate quality placements between candidates and clients
- Attended industry workshops, classes, and networking events to connect with the creative professional community

Logistics and Event Manager | Kim Ricketts Book Events

2005-2007

- Coordinated and managed an average of 50 author events per month for numerous local companies and organizations, including Microsoft, Starbucks, King County Library System, Real Networks, Boeing, and the Greater Seattle Chamber of Commerce
- Oversaw and managed monthly, quarterly, and annual budgets, timelines, and deliverables for event production and execution
- Managed and trained team of 10 event staff, orientating and implementing timeline creation, scheduling team solutions, project follow through
- Researched and drafted proposals for events with potential speakers and authors to successfully match them with external clients
- Established company-wide information systems to ensure efficiency and success of events
- Interacted directly with media, publicists, venue staff, and management to organize all event logistics, coverage, and details
- Edited and proofread press releases, promotional materials, website, and collateral; updated and maintained website
- Exercised solid decision-making skills in deadline-driven environments
- Actively anticipated potential obstacles and problems; created plans of action to guarantee successful events

EDUCATIONAL BACKGROUND

University of Washington | 2008-2010

Masters of Library and Information Sciences with a Concentration in International Development

GPA: 3.88 (of 4.0)

Western Washington University | 1998-2002

Bachelor of Arts Degrees in English, Political Science, and Psychology

Magna Cum Laude; Graduated with Honors

ACADEMIC HONORS/MEMBERSHIPS

- Awarded the 2010 Ruth Worden Award for Excellence in Library and Information Sciences
- Nominated as a 2010 Emerging Leader by the Library Journal
- Elected 2009-2010 ALISS President and iWorld Co-Chair
- Designated first year representative for student component of American Library Association
- Co-founded student diversity group (iDiversity)
- Appointed to the Information School's Research and Diversity Committees
- Inducted as lifetime Golden Key International Honor Society member
- Chosen as member of Caribbean Study Abroad program in Trinidad and Tobago
- Selected as Promotions/events manager of WWU's Chapter of PSA (Political Science Association)
- Elected Statewide Peer Advocacy Mentoring Program Leader

PROFESSIONAL MEMBERSHIPS

American Society for Information Science and Technology (ASIS&T)

Association of Library and Information Science Students (ALISS)

Golden Key Club of WWU Alumni

Graduate and Professional Students Senate (GPSS)

Seattle Works

Special Libraries Association (SLA)

World Affairs Council Young Professionals International Network (YPIN)

Young Professionals Network (Greater Seattle Chamber of Commerce)

VOLUNTEER EXPERIENCE

Heron Habitat Helpers (2008-present)

Page Ahead (2008-present)

Information School Events and Outreach (2008-present)

Municipal League of King County (2007-present)

Habitat for Humanity (1996-present)

Food Banks in King, Spokane, and Whatcom Counties (1996-present)

FamilyWorks Public Access Computer Tutor (2009)

Whatcom Crisis Services (1998-2002)

TECHNICAL APPLICATIONS/SOFTWARE SKILLS

- Well versed in various searching techniques, including Boolean and Advanced Search

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint, Visio, Publisher, Internet Explorer)
- Ability to work cross-platform (PC and Mac)
- Trained in using Atlas.ti for coding research
- Adept in Microsoft Access, Microsoft Dynamics CRM (Unison), and FileMaker Pro Database applications and maintenance
- Versed in HTML, Dreamweaver, Microsoft Expression, Adobe Acrobat, Adobe Creative Suite and Adobe Connect
- Basic XML

SPECIALIZED TRAINING

- Participated in numerous writing classes and workshops for the public policy field and writing for decision makers
- Attended multiple seminars and conferences in leadership, working in and with multicultural and diverse populations, professional development, and client service
- Certified as copywriter, applying skills in manuscript and ad copywriting, grantwriting and letter of inquiry writing for grants, editing, and proofreading
- Expert in applying Chicago Manual of Style and structuring AP Format, as well as MLA and APA Style Guides and can efficiently adhere to specific branding and style guides as appropriate
- Retained as communication consultant in strengthening written and verbal communication skills, increasing diverse team/client bases, building strong customer service climate, and focusing on target audiences