

Malia R. Gilbert

EDUCATION

DePaul University, Chicago, Illinois

Major: Communication Studies

- Cumulative 3.2/4.0 GPA

Minor: Community Service Studies

University of Delaware

Program: Master of Public Administration

Specialization: Financial Management

Expected Graduation: June 2010

SUMMARY OF QUALIFICATIONS

Reliable, energetic self-starter with keen ability to problem-solve, multi-task and utilize resources. Effective written, verbal and interpersonal communicator who can apply background in Public Relations and public service to various practices. Able to maintain poise and deliver results under pressure. Proven ability to adapt to changing work environments and maintain flexibility. Team-player with distinguished leadership history and capabilities. Proficient in Microsoft programs and online research databases (i.e. Lexis Nexis, EBCO Host, JSTOR).

EXPERIENCE

Hall Director

University of Delaware

August 2008 – Present

Newark, DE

- Responsible for ensuring well-being and productivity of 260 first-year students
- Act as direct supervisor to staff of 7 undergraduate Resident Assistants
- Track and manage budget for staff programming and administrative needs
- Serve as leader, role model, counselor, and disciplinarian to hall residents
- Monitor and evaluate professional/academic progress of RA staff

Office of Development/Alumni Relations Intern

University of Delaware

July 2009—September 2009

Newark, DE

- Researched and compiled information on University's top prospects and donors
- Compiled information on giving societies and donor recognition initiatives at peer institutions

Part-time Receptionist/Administrative Support

Heidrick & Struggles

June 2006 – June 2008

Chicago, IL

- Responsible for verifying academic credentials of company candidates
- Completed myriad of clerical duties such as Search Palace database entry, & client meeting prep

Marketing/Public Relations Intern

Chicago Women's AIDS Project

Fall 2007

Chicago, IL

- Researched/located grants and drafted grant proposals
- Designed/distributed literature for providers/donors using Foundation Center database
- Assisted in development of advocacy efforts for clients, including planning annual conference

LEADERSHIP & CO-CURRICULAR ACTIVITIES

Co-Advisor

Minority Student Network

August 2009 – Present

University of Delaware

- Aid in establishing a support group among students of color via programs and social gatherings
- Plan and coordinate trips for groups members
- Structure and lead discussion groups focused on current issues and member needs

Community Service Scholar

Stens Center

Fall 2004—June 2008

DePaul University

- Responsible for completion of 30 community service hours per academic quarter
- Engaged in classes centered on service-leadership, social justice and civic engagement

References

Malia R. Gilbert

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