

# MELANIE ALBRECHT

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## Education

The University of Texas at Austin Austin, TX	Bachelor of Science and Arts Biology <i>Environment &amp; Sustainability Certificate</i> Cumulative GPA: 3.96	May 2021
Justice High School Falls Church, VA	IB Diploma Graduate Cumulative Weighted GPA: 4.20	May 2017

## Honors & Awards

College Scholar • The University of Texas at Austin	Spring 2020
University Honors (6 Semesters) • The University of Texas at Austin	Fall 2017- Spring 2020
CNS 2 <sup>nd</sup> Year Excellence Award • The University of Texas at Austin	Spring 2019

## Leadership Experience & Volunteer Work

**TIP Scholars – Member** Fall 2017- Present

- Function as an active participant in my own education
- Create close relationships with my fellow scholars and provide them with support when needed

**Absolute Texas– Sustainability Chair and Member** Fall 2017- Present

- The three attributes members strive to focus on are leadership, integrity, and teamwork
- Help structure group events in a way that drastically reduces the amount of waste produced
- Work closely with St. Jude's to support local efforts that the organization is making in the Austin area
- Form lasting friendships through the teamwork I exert while serving the Austin area and supporting the Texas Longhorn community

**Campus Environmental Center– Volunteer** Spring 2018- Present

- Educate new students on proper waste disposal habits and encourage them to be more aware of which materials go in the landfill, recycling, and compost bins
- Attend monthly meetings to learn more about various aspects of sustainability and then apply that knowledge to related efforts I support on and around campus
- Occasionally volunteer at Microfarm, which is a student-run, organic urban farm which strives to create environmental cohesion across the community

## Work Experience

**Cheba Hut Toasted Subs– Marketing/Communications Manager** Summer 2020- Present

- In charge of managing the shop's media presence on the following sites: Instagram, Facebook, Yelp, Google Business, Snapchat, & TikTok
- Consistent tasks include: maintaining the shop's partnerships, answering emails, attending Zoom meetings, and engaging in grassroots marketing activities
- Sustainability Role: was put in charge of making signs and conducting presentations to teach my fellow coworkers how to properly dispose of waste in to the correct streams (landfill, recycling, or compost)
- Work in the kitchen making sandwiches, prepping food, engaging in customer service, and cleaning the restaurant facilities

**UT Resource Recovery– Zero Waste Events Specialist (Student Intern )**

Fall 2019- Spring 2020

- Responsible for heading the brand-new project team, Zero Waste Events
- Primary task was to have zero waste consultations with faculty and staff event planners throughout the entirety of their planning process to ensure that their events are producing as little waste as possible
- Engage in community outreach by supporting the Zero Waste Hero certification program, which encourages students to become sustainability advocates among their peers
- Member of the Waste Audit team in which my main duties are to sort and collect data from the campus material streams to see where there is room for improvement in terms of waste diversion

**Private Employer– Summer Nanny**

Summer 2017- 2018

- Cared for the well-being of three children, ages twelve and under, for forty hours a week (2018)
- Cared for the well-being of two children (different family), ages 7 and 11, for forty hours a week (2017)
- Duties included: cooking meals, driving them to activities, monitoring their safety, among other things

**Sleepy Hollow Bath and Racquet– Lifeguard**

Spring 2014- Fall 2016

- Ensured the safety of all patrons that entered the facility and observed them diligently as they were swimming
- Tended to the bathrooms and locker rooms, making sure they were cleaned spotless and fully stocked
- Checked in every patron at the front desk respectfully and kindly
- Certified in proper lifeguard training which included being both CPR and AED certified (with Red Cross)

## **Skills & Certifications**

**Research Skills:** Data collection and analysis

**Computer Skills:** Proficient in Microsoft Office, Google Drive, and Canva; basic understanding of Rstudio with proficiency in Tidyverse and dplyr packages

**Various Skills:** Teamwork, consulting, creativity, problem solving, written communication, interpersonal, customer service

**Certifications:** Texas Food Handler Certificate (March 2019) and TABC Certificate (March 2019)