

Morgan Gratz-Weiser

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Education

B.A., Environmental Science - Social Science Emphasis, Willamette University, Salem OR

Minor – Geography

Senior Thesis - Bottle or Tap? Is bottled water a necessity on Willamette University's campus?

Experience

Student Manager, Hatfield Library - Willamette University (W.U.)

Sept 2010 – May, 2013

- Provided new employee training
- Senior staff member during weekend and evening hours
- Informed and enforced library policy with public patrons
- Completed all student assistant tasks, see below for description

Student Assistant, Hatfield Library – W.U.

Sept 2009 – May, 2010

- Assisted patrons with accessing library databases and material use
- Communicated with library staff from other institutions to coordinate shared resources
- Educated and directed prospective students campus visitors
- Maintained and managed print resources and periodicals

Administrative Assistant, Dept. Environmental & Earth Science - W.U.

March-April, 2013

- Completed all office duties while regular Admin. Asst. was on vacation, including: receiving and processing invoices, faxing, copying, stocking and organizing supplies, using multi-line phone, scheduling prospective student interviews, and sorting mail.

Secretary, General Education Working Group – W.U.

Jan – Nov, 2012

- Synthesized weekly group meeting information and took minutes
- Provided student input for general education models
- Worked alongside professors and dean of students to develop models

Laboratory Teaching Assistant, Dept. Environmental & Earth Science – W.U.

Jan – Dec, 2012

- Organized and prepared lab activities, assisted in teaching lab material
- Supervised in-lab assignments, graded assignments and quizzes

Intern, Sustainability Council – W.U.

Jan – May, 2012

- Conducted research on the sustainable/green building initiatives and practices
- Reviewed building models, materials, and HVAC systems for campus buildings
- Worked with Facilities department to analyze energy savings and design improvement options

Barista, Coffee Break Café

May-August, 2010 & 2012

- Maintained a welcoming customer atmosphere
- Responsible for all maintenance and operations of café while on shift

Barista/Bartender/Food prep, Blondie's Food & Drink**May-Aug, 2013**

- Prepared and served all food and beverages
- Stocked, cleaned, organized, and maintained inventories
- Responsible for opening and closing shifts, including all monetary and security procedures
- Maintained a warm and jovial atmosphere

Leadership/Volunteer Activities

- Pi Beta Phi – Oregon Gamma, Policy & Standards Board
- Take a Break, alternative spring break service projects, Willamette Valley, 2011 Spring Break
- Sustainability Council member, collaborating to add sustainability initiatives to Wulapalooza, identified aspects of the Curriculum and co-curriculum to be redesigned with sustainability as a theme
- Redwood Empire Endurance Riders – cleared and marked trail, helped organize and run annual endurance rides on state and national park trails

Skills

- Organized and detail oriented
- Strong interpersonal skills
- Proficient with MS Word/Excel/Power-point/Outlook and a quick learner of new programs
- Punctual and professional

Publications

Finding a Sense of Place: An Environmental History of Zena

Chapter 9: The Evolution of Land Use Planning in Oregon, From the Perspective of Zena Forest

References

Available upon request