

Elizabeth M. Mutti
203 Bridge Street Apt. 3, Northampton MA, 01060
Phone: 978-340-1530 **Email:** emmutti@gmail.com

Education: **University of Massachusetts, Amherst**
Bachelor of Sciences: Environmental Science, May 2011

Relevant Courses: **Principles of Environmental Site Assessment, Principles of Environmental Biology/Toxicology, Environmental Health Sciences**

Employment Experience:

Administrative Specialist, August 2011-January 2012
Dana-Farber Cancer Institute: Cancer Biology, Boston, MA

- Maintain day to day schedules for several leading members of the Center for Cancer Systems Biology
- Organize travel details for all visiting scientists to the Center
- Create fliers and internet announcements, and organize the schedule and seminar presentations of the aforementioned visiting scientists
- Handle department credit card and petty cash reimbursements for every member of the Center
- Organize plans for department overnight retreats (*i.e.*, hotel accommodations, transportation, catering services, equipment rentals and speaker presentations)
- Maintain and update website information

Administrative Assistant, June 2010-February 2011
Stockbridge School of Agriculture, Amherst, MA

- Provided reception and secretarial services to the director, registrar, and admission counselor to the Stockbridge School of Agriculture
- Responsible for upkeep of student file data and organization of general office space
- Assisted in website design and maintenance
- Provided students, prospective students, and parents with advice, experience and information about the Schools programs and further offerings

Assistant to the Director of Operations, August 2008-May 2010
UMass Amherst: College of Natural Sciences, Amherst, MA

- Assisted in the monitoring and oversight of funded research/field projects as well as McIntire/Stennis research projects that pertain to wildlife and ecosystem management
- Collected, organized and interpreted data from the various aforementioned projects
- Responsible for office organization, maintenance, and general upkeep of data
- Participated in the coordination and execution of three office space replacements and departmental relocations (*i.e.*, coordinating purchases of office furniture, moving, editing directories and internal communications, etc.)

Extracurricular Experience: **UMass Women's Rugby Football Club, February 2007-May 2011**

- Participated in one or more practices daily and competed with other D1 nationally ranked teams across the East Coast
- Coordinated fund raising and community outreach projects

Skills: Adobe Photoshop, Creative Suite, Avery Templates, Meeting Maker, Microsoft Word, Excel, Outlook and PowerPoint, Open CMS Web Design, Word Press Software Design, proficient in the use of both Mac and PC systems, highly organized, detail oriented, exceptional task and time management skills