MARY WARNER

COVER LETTER

03/28/2013

To Whom It May Concern:

My name is Mary Warner and I will be enrolled as a graduate student in the MS Sustainable Engineering program at Rochester Institute of Technology. I am applying for this graduate assistantship because I believe I not only have the diligent work ethic but I also have the background experience that will allow me to thrive and contribute to the position.

I am a very social person who communicates well with others. I spent the past two years working as an intern for the Galesburg Regional Economic Development Association where I was in charge of marketing, financing, and community-outreach projects that incorporated organizing meetings with everyone from local citizens, to the Knox College President, to State Representative Bobby Schilling. Additionally I spent two years as the Pi Beta Phi Vice President of Communications. As part of this role I worked closely with alumnae by hosting events and sending monthly chapter reports. I also served on the National Panhellenic Council where I worked with multiple campus officials and organizations for means of hosting events as well as marketing and campus wellness projects. These experiences have made me comfortable working with many different types of people associated with a campus and I am skilled in organizing both small and large-scale projects.

I am interested in working in this position because I believe I can extend my communication and outreach abilities. Therefore, I will bring a high level of dedication and commitment. This assistantship will not only benefit me but I will also be an asset, because I will provide my previous experience and my willingness to learn.

Thank you for your consideration and I hope to hear more from you soon.

Sincerely,

Mary Elizabeth Warner,

**Mary Elizabeth Warner** 2 E. South Street, K-1575 217-714-6255

Galesburg, IL mwarner@knox.edu

**Education Month, Year**

Knox College, Galesburg, IL August 2009- June 2013

Major: Environmental Studies

Minors: Mathematics and Economics

University Laboratory High School, Urbana, IL August 2005-June 2009

Uni is a publicly funded but competitive enrollment school requiring standardized test scores and a developed résumé for admission. The school is notable for the achievements of its alumni, including three Nobel laureates and a Pulitzer Prize winner; in 2006 and 2007 it was recognized as a "public elite" school by Newsweek because of its students' high scores on the SAT.

**International Experience Month, Year**

Danish Institute for Study Abroad January-June 2012

* Studied Sustainability in Europe
* Visited the European Environment Agency, Risø National Laboratory for Renewable

Energy, as well as many NGO’s and grassroots organizations

* Attended weekly public seminars featuring talks on Copenhagenization, renewable energy,

and resource consumption

* Used biking as a main source of transportation, along with 50% of the Copenhagen population
* Traveled to Milan, Venice, Brussels, London, Oslo, and Barcelona
* Taught European environmental policy by Dan Jørgensen, member of the European Parliament

Café Paraplyen: Danish Soup Kitchen/Secondhand Clothing January-May 2012

* Volunteered three times per week
* Communicated entirely in Danish, as none of the individuals being served could speak English

French Exchange Program: Month long intervals to Normandy June 2007-August 2010

**Relevant Experience Month, Year**

Presenter on European agricultural reform to Secretary of the Danish Minister of the Environment April 2012

* Developed a memo and short presentation for the minister proposing reform to the

Common Agriculture Policy by means of incentivizing small, local farmers and abolishing

pesticide use

Galesburg Regional Economic Development Association September 2011-Present

Galesburg Time Bank Coordinator September 2011-Present

* Initiated Galesburg’s first Time Banking program
* Compiled resources and information and distributed brochures
* Presented at Bioneers Conference
* Presented at the monthly community kitchen
* Worked with Photoshop and editing programs to create a logo and graphics for a website

Intern to manage Galesburg Specialty Crops Grant September 2012-Present

* Worked closely with notable figures in Galesburg including Alderman Peter Schwartzman

and the Sustainable Business Center

* Developed a grant proposal to spend over $20,000 in the Galesburg area to promote the

use of specialty crops

* Focused on working with the community’s youth, education, and advertisement

Illinois State Geological Survey, Intern June- September 2011

University of Illinois Department of Agriculture May-August 2008, 2009, 2010

**Related Skills**

Basic understanding of ArcGIS (Geographical Informational Systems)

Comprehension of LiDar technology

Well versed in Wolfram Mathematica

**Presentations and Publications Month, Year**

## Warner, K.L., Ayotte, J.D., and Warner, M.E., 2012, The connection between the quality of water and October 2012

## potential cost to the consumer for water supplies from the glacial aquifer system: Recent Advances in Geology & Health, Geological Society of America Abstracts with Programs, v. 44. No. 7, p. 452. (https://gsa.confex.com/gsa/2012AM/webprogram/Paper212694.html)

Bioneers Presenter: Time Banking October 2011

**Leadership Month, Year**

Knox College Track Team Captain January 2013-Present

Vice President of Communications/Alumnae Relations, Pi Beta Phi November 2011-Present

Convention Voting Delegate, Pi Beta Phi July 2011

Philanthropy Committee Representative, Pi Beta Phi January-June 2010

Student Ambassador: Prospective Student Host November 2009-May 2011

**Community Service Month, Year**

Champions Are Readers: Literacy in America August-November 2012

Orpheum Children’s Science Museum July 2010,2011

Community/College Garden September-November 2011

A Million Thanks: Letters to American Soldiers February 2010, 2011

Speed Read: Philanthropy for Literacy in America October 2010, 2011, 2012

Knox College Orientation Leader August-September 2010, 2011

Crisis Nursery Holiday Shop assistant December 2008, 2010

**Awards and Distinctions Years**

Knox College Writers’ Scholarship Recipient 2009-2013

Midwest Conference Academic All-Conference 2011

Paul B. Headland Scholarship Recipient 2010-2013

“To a deserving student athlete … in recognition of your achievements as a Knox student.”

Arvid P. Zetterberg Jr. Prize for Women 2010

“This honor is awarded to the student-athlete who exemplified the highest qualities

of character, scholarship, and interest in sports.”

J.S. Kemper (Business) Scholarship finalist 2010

**Language Skills \_\_\_**

Conversational in French

Conversational and Chinese (Mandarin, Simplified)

Conversational in Danish

**Certifications Years**

American Red Cross CPR Certified 2010-2013

American Red Cross AED Certified 2010-2013

American Red Cross First Aid Certified 2010-2013

**Athletic Involvement Month, Year**

NCAA Division III Track and Field September 2009-Present

Member of Relay Team: Indoor 4x200, Knox College record March 2009

Student Athletic Advisory Committee Representative September-May 2009, 2011

* Voted on rules and regulation changes in the NCAA Division III
* Worked closed with the Special Olympics

**Additional Work Experience Month, Year**

Children’s Orpheum Museum: Camp Invention June-July 2010, 2012

Knox College Athletic Trainer August 2010-Present

Knox College Athletic Center September 2009-June 2010