

Carly Frances Summers

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SUMMARY

I seek a position that will challenge and further develop my skill set, which includes the tools of a communicator, researcher, and project manager. I desire to create and facilitate positive change in communities in the areas of health and wellness, the environment, and education.

WORK EXPERIENCE

Administrator, US Play Coalition

August 2012 - Present

Clemson University, Clemson, South Carolina

- Oversee and participate in all routine functions of the Coalition including conference, social media, website, oral and written communication
- Supervise and assist Development Officer, temporary employees, and volunteers
- Serve as a Play Champion at public functions and through written work
- Implement new programs including Playground Maintenance and Play Facilitator
- Develop policies and procedures manual for continuity of operations
- Write monthly newsletter, which reaches over 1,400 in email contact network
- Adapt to daily challenges posed by a young, growing organization while working within constraints of limited budget and personnel
- Conduct strategic planning and facilitate plan writing and implementation

Graduate Research Assistant

August 2011 - August 2012

Clemson University, Clemson, South Carolina

- Conducted skilled literature searches and reviews using both online and library resources
- Collected samples during field research both in Michigan with Bald eagles (May 2011, June 2012) and in South Africa with African penguins (June 2011 - July 2011)
- Analyzed large data sets using statistics software SAS®
- Developed familiarity with numerous computer platforms and programs including: RefWorks, ArcGIS, Office, and search engines such as Web of Science and EBSCO Host
- Performed complex laboratory procedures for sample analysis including use of Graphite Furnace Atomic Absorption Spectroscopy
- Enhanced professional writing skills by submitting two articles for peer-reviewed journals

Administrative Assistant to Fran Mainella, Visiting Scholar, 16th Director of the National Park Service, and Co-Chair of the US Play Coalition

August 2011 – May 2012

Clemson University, Clemson, South Carolina

- Served as Administrative Assistant to the “Conference on the Value of Play: Multi-Generational Actions and Strategies,” held in Clemson, South Carolina
 - Wrote descriptions of 70 plus educational sessions for conference program
 - Networked as social media spokesperson during the conference
 - Prepared audiovisual technology for keynote addresses and breakout sessions
 - Assisted with registrations, conference evaluation, and other aspects associated with an international conference of over 260 attendees

