

Melinda Matthews

Philadelphia, PA

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(610) 610-6100

SUMMARY OF QUALIFICATIONS

- 8 years of experience in nonprofit administration, logistics, and project management
- Experience fostering collaboration among diverse stakeholders with conflicting priorities
- Exemplary composition skills with emphasis on comprehension, clarity, and form
- Well-developed cross-cultural competency strengthened by international experience
- Established history of leading teams in a flexible, dynamic, high-pressure environment

EDUCATION

Master of Public Administration – Concentration in Nonprofit Administration May 2018

West Chester University, West Chester, PA

GPA: 4.0

Selected Team Projects (course title):

Municipal Budget Simulation (Public Budgeting and Finance)

Neighborhood Stabilization Plan for North Philadelphia (Strategic Management for Nonprofit Organizations)

Performance Improvement Plan for Mastery Charter Schools (Public Human Resources Management)

Comprehensive Immigration Reform Legislation (Policy Analysis and Program Evaluation)

Bachelor of Arts, Health & Physical Education May 2013

Temple University, Philadelphia, PA

GPA: 3.83

Earned PA Level I Health & Physical Education Teaching Certification

PROFESSIONAL EXPERIENCE

University of Pennsylvania, School of Medicine, Philadelphia, PA 2015 - Present

Space Planning & Operations Scheduling Coordinator

- Coordinate utilization of space, staff, and resources for over 25,000 academic, administrative, and research events per fiscal year for both internal & external customers.
- Improved Data Integrity: Reevaluated data entry process. Designed outcome-based training for network of 40 schedulers. Customized reports for space and resource utilization analysis.
- Recouped Lost Revenue: Audited existing billing procedures. Redesigned billing reports to capture overlooked billable occurrences. Reduced staff processing time by 66%.
- Analyzed Utilization Trends: Designed custom reports to extract relevant data from database. Created meaningful and widely understood deliverables to identify trends and growth areas.

United States Peace Corps, Zanzibar, Tanzania 2014 - 2015

Health Education Volunteer

- Designed Needs Assessment: Conducted interviews at 39 urban and rural schools.

- Developed Curriculum: Worked with Ministry of Education counterparts to create a multi-stage capacity-building training program for 150 teacher-counselors.
- Obtained Funding: Authored a successful proposal for PEPFAR funds to expand program scope.

Harcum College Adult Degree Programs, Bryn Mawr, PA 2012 - 2014

Residency and Special Event Manager

- Coordinated logistics for 20 academic conferences per year with up to 300 participants each.
- Formalized Processes: Systematized conference planning into replicable, verifiable procedures.
- Supervised Staff: Hired & managed, and trained event support staff.
- Led Transition: Implemented transition of all academic colloquia to new conference facility.

Harcum College Student Success Center, Bryn Mawr, PA 2011 - 2014

Writing Tutor

- Provided students with APA style and organizational assistance
- Coordinated with faculty to identify areas in which students required the most aid

Philadelphia Academy Charter School, Philadelphia, PA 2011 - 2012

Title 1 Paraprofessional/Long-term Substitute Teacher (part-time)

- Collaborated with teachers, parents, and staff to develop effective Individual Educational Plans.
- Planned and implemented direct instruction for evening secondary students in English & Math.

COMMUNITY CONTRIBUTIONS

Weavers Way Cooperative Association, Philadelphia, PA 2015 - Present

At-Large Director, Leadership Committee Chair

Child Haven Crisis Nursery, Philadelphia, PA 2012 - 2014

Volunteer

SKILLS AND LANGUAGES

Analytical Thinking: Pattern recognition, critical evaluation, and optimization of complex systems.

Composition: Technical and persuasive writing, editing, and proofreading.

Teaching & Learning: Earned Arizona State Teacher Certification.

Extensive Software Proficiency: MS Office, Crystal Reports, SPSS, Resource25, CAMS, PowerCampus, Lotus, Adobe Acrobat, and Adobe Photoshop. Quick mastery of new applications.

Languages: Fluent Swahili, Rudimentary Spanish, Rudimentary Amharic.