

ALYSSA FABIA

232 Exchange St S, Apt. B | Saint Paul, MN 55102 | fabia031@umn.edu | (703) 969-9020

EDUCATION

Master of Development Practice, Spring 2023

University of Minnesota, Humphrey School of Public Affairs, Minneapolis, MN

Bachelors of Arts in Anthropology, May 2020

Hamline University, Saint Paul, MN

PROFESSIONAL EXPERIENCE

Executive Accounts Specialist & Chrome River Navigator

University of Minnesota, College of Science & Engineering, Electrical & Computer Engineering

January 2019 – May 2022

I handled all accounts related to all department purchase orders, PCards, and reimbursements. I prepared and audited financial reports associated with department transactions. I collaborated with the department finance team and college cluster to monitor staff, faculty, and student transactions and spending on non-sponsored and sponsored funds. I liaised with the Office of General Counsel & Controller's office to revise supplier contracts to ensure University policies are ensured. I developed training materials and mentored departmental student workers. I created and maintained the Chrome River website for Electrical & Computer Engineering.

Operations Coordinator & Financial Specialist

Button Poetry Publishing

May 2016 – December 2018

I developed internal company operations policies, implemented segmentation of departments and department budgets, and oversaw overall company budgets and bookkeeping. I developed and managed relationships with domestic and international commercial printers, external human resources, and accounting firms. I selected the company benefits plans, administered semimonthly payroll, ensured federal and state employee documents were compliant, and filed general business paperwork. I coordinated hiring of independent contractors for short-term and long-term projects, reviewed and selected proposals for funding requests, manuscript development, and live event workshops. I oversaw the production of 8-10 print and electronic titles per year, including international print runs.

GRADUATE CONSULTING

Minnesota Interfaith Power and Light (MNIPL) – February - May 2022

Developed a social media tool kit for MNIPL for a soft launch of an international Climate Loss and Damage campaign and presented materials on behalf of the organization in order to demonstrate toolkit use and campaign effectiveness and initial recordings and digital materials.

Anishinaabe Agricultural Institute (AAI), Honor the Earth (HtE) – June - August 2022

Developed a longitudinal study focused on Pine Point and the impact of pesticide use by corporate agriculture on water access and the health of community residents. Worked closely with Winona Laduke on the protection of the Shell River through the development of a watershed management plan that emphasized community collaboration and local actors. Researched historical land use of the White Earth reservation and wrote up briefs about those extractive relationships and history of allotments.

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SCHOLARSHIPS & FELLOWSHIPS

Graduate Diversity Fellow, Institute for Social Research & Data Innovation (ISRDI), Exploration of Newly-Public 1950 Census American Indian Reservation Data, Summer 2022

Foreign Language Area Studies (FLAS) – Persian – Academic Year 2022-2023

ADDITIONAL EXPERIENCE & CERTIFICATIONS

- **Interdisciplinary Perspectives on International Development (IPID)**, Vice President, 2022-2023
- **Educational Policy Committee (SCEP)**, University Senate, University of Minnesota, 2022-2023
- **CITI Certification**: Social/Behavioral or Humanist Investigators and Key Personnel, January 2022; Research, Ethics, and Society, January 2022; Social/Behavioral or Humanist Investigators and Key Personnel, January 2022; RCR Agency Bundle for NIH Personnel, June 2022
- **Anishinaabe Agricultural Institute (AAI), Research & Farm Intern**, June - August 2022
- **Hollaback!** Conflict Deescalation Training; Stand Up Against Street Harrassment Public Training; Bystander Intervention to stop anti-Asian and xenophobic harrassment
- **White Earth Tribal and Community College Extension**, *Sugarbushing Camp*, March 2022; *Rice Camp*, September 2021; *Berry Camp*, July 2021

RELATED SKILLS

UMN Specific: EFS/PeopleSoft, UMANalytics, UMReporting, Chrome River, UMarket

Technical Skills: Adobe Acrobat, InDesign, Excel, Stata, NVivo, Atlas.ti, MS Office Suite, Google Suite

MEMBERSHIPS / AFFILIATIONS

Nonviolent Peaceforce (Community Safety Team, Capacity Building Team); **National Lawyers Guild** (legal worker); **Minnesota Freedom Fund** (volunteer court watch, jail support); **Ramsey County** (election judge); **Pipeline Legal Action Network** (legal worker)