

# AMY M. GABRIEL

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## PROFESSIONAL SUMMARY

Dedicated public service professional with skills in leadership, project management, and organizational development. Experienced in professional communication, task delegation, and budget preparation. Committed to collaborative problem solving, and passionate for serving the Graduate and Professional Student Senate (GPSS) and advancing diversity efforts on the University of Washington (UW) campus.

## SKILLS

- Strong organizational skills, including short and long-term planning
- Efficient time management skills for coordinating multiple priorities and deadlines
- Knowledgeable of UW student resources and GPSS operational processes

## EDUCATION

**University of Washington Daniel J. Evans School of Public Policy & Governance** Graduation June 2019  
*Master of Public Administration* - Concentration: Social Policy - Poverty, Education, and Social Welfare  
Relevant Coursework: Managing Organizational Performance; Engaging with Microaggressions and Macroassaults: Equity in Praxis; Program Evaluation

**University of California, Davis** March 2015  
*Bachelor of Science in Community and Regional Development* - Emphases: Policy and Planning; Global Communities

## RELEVANT EXPERIENCE

**Office Manager** September 2017 - Present  
University of Washington Graduate and Professional Student Senate (GPSS) Seattle, WA

- Maintain current roster of GPSS representatives; Prepare materials necessary for GPSS bi-weekly meetings
- Manage GPSS participation records, including updating and analyzing current senate meeting attendance data
- Developed an archive of participation statistics to analyze representation of all graduate programs in GPSS
- Provide additional administrative support for the GPSS office

**Senior Associate** February 2016 - August 2017  
Consero Solutions Davis, CA

- Facilitated grant writing for client projects, including coordinating with application participants and administering agencies, organizing completion schedules, editing proposals, and completing full proposals on behalf of clients
- Prepared grant proposals for 11 projects, 7 of which were awarded more than \$3.6 million in state and local funding
- Managed grant contract execution for 2 client projects, including revising project budgets of \$331,148 and \$199,924, updating project schedules, and modifying proposals upon request
- Researched alternative funding opportunities for clients; developed proposals and provided recommendations
- Completed internal and subcontractor scopes of work and fee schedules, including estimating costs of services and ensuring consistency between subcontractor budgets, project budgets, and program requirements
- Managed staff workloads, including task delegation and schedule management for project completion
- Developed content for and oversaw comprehensive update of company website

**Executive Associate** July 2015 - February 2016

**Research Associate** February 2015 - July 2015  
Consero Solutions Davis, CA

- Responded to client research requests to assist with project development, including analyzing U.S. Census data, reviewing state legislation, conducting interviews with key stakeholders, and providing client recommendations
- Tracked over 75 grant opportunities and managed related documents, including program guidelines, eligibility information, application timelines, and strategic funding documentation to assist clients with project planning
- Created agendas, prepared and distributed meeting notes, and managed action item completion for client meetings

### *Coordinator*

July 2010 - July 2017

Camp L.E.A.D. Youth Leadership Camp

Happy Camp, CA

- Organized and presented leadership development curriculum and community engagement activities for incoming high school freshmen for an annual youth leadership summer camp; Estimated 300 total campers served
- Managed 20 camp counselors, delegating tasks and assisting with conflict resolution

### *Peer Advisor*

April 2014 - June 2015

Community and Regional Development (CRD) Department, UC Davis

Davis, CA

- Counseled approximately 10 current and prospective CRD students each week and created academic plans and course schedules based on individual needs and abilities
- Collaborated with peers and supervisors to organize department recruitment fairs, and recruited new students to major through enthusiastic promotion of CRD academics and career options

## **EXTRA-CURRICULAR INVOLVEMENT**

### *Student Ambassador*

March 2018 - Present

Evans School of Public Policy & Governance

Seattle, WA

- Provide guidance to prospective Evans School students via the school webpage and through school welcome events

### *Member*

February 2018 - Present

University of Washington Graduate and Professional Student Senate Diversity Committee

Seattle, WA

- Collaborate with fellow committee members to plan events for UW graduate students focused on diversity
- Provide administrative support for committee meetings, including taking meeting minutes for group distribution
- Assisted with committee restructuring for sustainable management in future years

### *Member*

October 2017 - Present

Hey Mentor Advisory Board

Seattle, WA

- Support the Hey Mentor Executive Director with organizational development, goal setting and schedule planning
- Further Hey Mentor's mission of providing college access mentorship to underrepresented high school students in the Seattle area, including assisting students with college application and scholarship essays

### *Member*

September 2017 - Present

University of Washington Graduate and Professional Student Senate Travel Grant Committee

Seattle, WA

- Review and score student applications for funding from the GPSS Travel Grant; Assist with selection of awardees
- Contributed to revision of GPSS Travel Grant Scoring Rubric for the 2017-18 school year

## **EXPERIENTIAL EDUCATION**

### *Legislative Intern*

October 2014 - December 2014

Capitol Offices of Assemblymen Al Muratsuchi and Das Williams

Sacramento, CA

- Researched policy information on constituent proposals for legislation through online searches and phone calls to potential stakeholders, including legislative committees and legislator offices
- Presented summaries of research findings to the Assemblymen and staff during weekly staff meetings
- Communicated with constituents regarding legislative proposals over the phone, in-person and via email
- Prepared social media content and managed social media accounts for official Facebook and Twitter pages

## **AWARDS**

Recipient, Brewster Denny Fellowship

2017 - 2019

Recipient, Ford Family Foundation Scholarship

2011 - 2015

Recipient, UC Davis Community Service Award, Silver Level

2013 - 2014

Dean's Honor List - College of Agricultural and Environmental Sciences

Fall Quarter 2013

Dean's Honor List - College of Letters and Science

Winter Quarter 2012