

MARISSA FUREY

245 West Cheltenham Avenue, Philadelphia, PA 19144

furey.marissa@gmail.com

(267) 882-7450

Detail-oriented, organized and accountable individual with experience in both traditional office and unstructured, creative and self-driven work environments. Successfully experienced in providing immediate support to coworkers and clients, collaborating with multiple parties and accomplishing tasks independently.

WORK EXPERIENCE

Molotok Center, U.S. Peace Corps, Nyzhnje Selyshche, Ukraine Spring 2016 to Summer 2018

Youth Development Associate

Independently designed and executed curriculum for local children and youth, built and maintained strong relationships with students and their families, effectively managed disruptive behavior and cultivated supportive learning spaces.

- Conducted 30 English lessons per week with 100 children between the ages of 4 and 16 to develop vocabulary, speaking skills and listening and reading comprehension.
- Planned and taught 4 English Language Storytelling workshops for 12 children between the ages of 7 and 10. Workshops built speaking, reading and writing skills and culminated in participant-written English language stories.
- Taught theatrical design classes twice a week with 14 youth between the ages of 10 and 16. Lessons were tailored to interests and skill levels of participants and produced costumes, props, masks and designs used by the Molotok Center.
- Acted as a camp counselor in 4 English language and theatrical Summer camps, teaching, guiding and supervising 190 youth in groups of between 6 and 40 campers.
- Led workshops with 40 youth between the ages of 12 and 16 on environmental sustainability, waste reduction and community stewardship. Conducted a final project with students that engaged and educated the rest of the school on environmental issues.

Partner Engineering and Science, Inc., Torrance, CA Winter 2013 to Winter 2016

Project Coordinator

- Entered costs, deadlines, scopes of work and property details into PLink database, set up project folders and communicated relevant information to project managers, coworkers and subcontractors, ensuring that each stage of a project was prepared for timely completion. Processed 20 new projects per day.
- Acted as point-person for over 100 projects engaged by the FDIC. Maintained detailed notes and organized memorandums, master service agreements, contract amendments and property data.
- Researched property histories and locations, verified legal information and ordered historical documents to aid assessors and report writers.
- Provided subcontractors with contracts, report templates, lab materials, site information and historical documents via server, Dropbox, email and post.
- Reviewed, formatted, compiled and delivered reports to clients while adhering to strict deadlines.

University Relations, University of California, Santa Cruz, CA, Fall 2011 to Fall 2012

Office Assistant

- Kept ledgers and wrote receipts for pledges, donations and alumni association dues. Maintained records of donor activity in Oracle database for use in mailings and outreach drives.
- Managed schedules for department resources and meeting spaces in an office of 70 employees. Ordered office supplies weekly and maintained printers, copiers, and fax machines daily.
- Created a 15 page training manual, enabling new-hires to work independently within 2 weeks.

Porter College, University of California, Santa Cruz, CA, Fall 2009 to June 2011

Resident Advisor

- Planned and executed over 50 events for Porter College, including sustainability outreach, trips to state parks, community and social development, safe sex and inclusivity workshops and philanthropic fundraisers.
- Facilitated conflict resolution and developed action plans for future behavior. Confronted residents violating policy, documented incidents for supervisory staff and followed up with residents to ensure adherence.
- Responded to emergency situations, sought medical or security assistance when necessary. Maintained and monitored facilities to ensure health and safety.

EDUCATION

Bachelor of Arts in Literature, Summer 2012, University of California, Santa Cruz

SKILLS AND EXPERIENCE

Proficient in Adobe, Microsoft Office Suite, PLink and Oracle databases. 9 years experience providing direct customer service. Advanced in Ukrainian, Intermediate in Spanish.

COMMUNITY INVOLVEMENT

ALTERNATIVES to VIOLENCE PROJECT, Facilitator, Spring 2014 to Present

BIG BROTHER, BIG SISTER, Mentor, Fall 2011 to 2012

REDONDO BEACH PLAYHOUSE, Summer Camp Counselor, Summer 2007 to 2009