

# Mandy Gifford

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## Education

**B.A. Criminal Justice, Religious Studies minor** (May 2011)  
University of Wyoming (UW), Laramie, WY

## Work History

**University of Wyoming**, Laramie, WY

July 2011-Present

► **Administrative Associate**

Perform a variety of complex clerical work, including maintaining schedules, organizing meetings/events, using discretion and professionalism with internal/external communications, composing correspondence, maintaining written and digital records of meetings and filing documents with accuracy and confidentiality.

**Trihydro Corporation**, Laramie, WY

May 2005-March 2007

► **Health and Safety Assistant/Administrative Assistant:**

- Gained knowledge on environmental terminology, focusing on environmental engineering/consulting
- Maintained confidentiality concerning health and safety training/orientation/drug testing of employees
- Learned problem solving skills and how to address job efficiency improvements
- Provided site specific health and safety data collection
- Performed complex tasks and prioritized multiple tasks and projects

**Rawlins Daily Times**, Rawlins, WY

April 2002-Nov 2003

► **Advertising Representative/Graphic Artist:**

- Used relevant software applications to create print ads
- Reviewed and approved client advertising
- Assisted with planning, coordinating, and supervising specific advertising projects

## Volunteer Experience

Laramie and Rawlins Soup Kitchens, Special Olympics, United Way (Rawlins), Albany County Safe Project

## Leadership

**UW Chapter: National Society of Collegiate Scholars**

► **President**, 2008-2009 academic years

- Advised prospective and declared members in volunteering and campus activities
- Conducted follow-up sessions with chapter officers for progress evaluation
- Developed and maintained a network of collaborative relationships with other campus organizations, faculty, and staff
- Compiled recruitment program information from students
- Acted as a liaison between the national office and local chapter
- Attended the annual NSCS Leadership Summit/Convention in 2009

► **Vice President**, 2007-2008

- Assisted in the organization and implementation of recruitment/retention strategies, including attendance at RSO orientations and the annual Induction Ceremony for new members
- Prepared recruitment publications and materials, assisted with the organization and implementation of campus activities and chapter volunteer projects

**UW Chapter: Student Council for Exceptional Children** (member since 2009)

- Assisted with volunteer and fundraising efforts such as Special Olympics and Ark Regional Services