

Print

Application Form--Energy & Climate Team - Submission #18979

Date Submitted: 7/24/2019

Thanks for your interest!

Applications are due on Wednesday, July 24, 2019 by 5 PM.

Please note: All applications are included in City Council packets and published on the City website.

Which position(s) are you applying for?*

Please check all the positions that apply.

- Member
- Alternate

Name:*

Olivia Alexander-Leeder

Email:

oliviaaleeder@gmail.com

Daytime Phone:*

775-200-3963

Alternate Contact Phone:

Street Address:*

1707 Phillips St. Unit A

City, State:*

Missoula, MT

Zip:*

59802

Is your street address the same as your mailing address?*

- Yes
- No

Mailing Address:*

City, State:*

Missoula, MT

Zip:*

Are you a city resident?*

- Yes
 No

How long have you been a city resident?

One Year

In which ward do you reside?

2

Are you a U.S. citizen?*

- Yes
 No

Are you registered to vote?*

- Yes
 No

Current Occupation:*

Graduate Student; File Clerk

Current Employer:*

University of Montana; Williams Law Firm

If you'd like, you can attach a resume or other document for the City Council to consider.

OliviaALeeder_Resume.pdf

Note: Maximum file upload is 4 MB

Briefly describe your educational background:*

University of Nevada-Reno: Bachelor of Science in Biology and Bachelor of Science in Environmental Science, graduated May 2017

University of Montana: Master of Science in Environmental Studies, projected graduation May 2020

List of community service experience:*

Team member for the organization of the Glass Reuse Community Meetup with Home ReSource in March 2019

What is your interest in serving on this board, commission, or committee?*

My interest in being appointed to the Energy and Climate Team stems from a desire to be more involved in the local climate and energy action network. As I have grown as a community-member over the past year, I have witnessed a tremendous amount of community dedication to grassroots environmental action and I am eager to add my own passion and experience. Though brief, my time living in Missoula has been filled with pride as I've learned about the city's ambitious commitment to climate protection and renewable energy, and I am motivated to contribute to the collective effort.

Do you have any special knowledge, interest, or experience that would qualify you for a position on this board, commission, or committee?*

As a new resident in Missoula, I am able to contribute fresh perspectives to greenhouse gas reduction and energy efficiency initiatives. As a student, I represent the younger generation in that I am practiced in harnessing the educational and action-oriented power of the digital age. The University of Montana is an integral part the Missoula community and I would be proud to represent and include the support of the student population as a member of the Energy and Climate Team.

Please provide two references.

Reference 1

Name:*

Mark Williams

Phone:

Address:*

235 E. Pine St.

City, State:*

Missoula, MT

Zip:*

59801

Reference 2

Name:*

Rebecca Bendick, Ph.D.

Phone:

406-243-5774

Address:*

SC331, Geosciences Department, Charles H. Clapp Building 126, University of Montana

City, State:*

Missoula, MT

Zip:*

59801

If you'd prefer, you can mail or deliver your completed application and attachments to:

**City Clerk Office
435 Ryman St.
Missoula, MT 59802**



OLIVIA LEEDER

CONTACT INFORMATION

Cell:(775) 200-3963

Email: oliviaaleeder@gmail.com

EXECUTIVE SUMMARY

Motivated and creative graduate student with ample experience working in fast-paced, high-energy environments. Quick-learner with a personality that is eager to gain on-the-job experience. Strong academic background in policy and community development research with a drive to utilize intuitive organizational and interpersonal skills to support progressive social and economic initiatives within the community.

AREAS OF EXPERTISE

- Excellent written and verbal communication
- Office organizational skills, including filing, scheduling, maintenance, and data-entry
- Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook
- Customer service and professionalism-- in-person and via telephone contact
- Legal, marketing, and scientific research
- Excellent mathematical and analytical ability

EMPLOYMENT HISTORY

File Clerk

Williams Law Firm

July 2018- present

- Maintain and file all electronic and physical materials that pertain to billing/legal cases
- Run and distribute documents
- Provide general office support where needed

Graduate Teaching Assistant

University of Montana

Aug. 2018-May 2019

- Present educational materials for a physics laboratory class
- Provide constructive feedback and support for students
- Coordinate study materials and deadlines

Performer/ Promotional Liaison

BLV Productions

Jul. 2016- Jul. 2018

- Provide information and promotional materials
- Create and maintain an entertaining and fun atmosphere
- Promote nightclubs and special events for casinos in Reno/Lake Tahoe

Research Assistant

University of Nevada, Reno; Biochemistry Department

Dec. 2013-Jan. 2015

- Apply knowledge of biochemistry to assist researchers
- Data entry; record maintenance
- General work space maintenance

Sales Specialist

Victoria's Secret

Aug. 2013- Aug.2017

- Lead and educate a sales team to meet and exceed goals
- Track sales and support associate-mediated sales
- Promoted after holding sales associate position from Aug. 2013- Nov. 2016.

PREVIOUS EDUCATION

University of Montana

Master of Science in Environmental Studies, In Progress

- Emphasis in Policy and Economics (Public Finance)
- Current 3.9 GPA

University of Nevada, Reno

Bachelor of Science in Biology, 2017

- 3.6 in major GPA

Bachelor of Science in Environmental Science, 2017

- 3.8 in major GPA