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# Molly DeLallo

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## SKILLS

Organization, Attention to Detail, Flexibility, Proficient in Data Collection, Microsoft Office Suite, Google Applications, Interpersonal Skills and Communication, Problem-solving Abilities, 10+ years working with youths ages 2-18, Spanish (Fluent/Advanced), Italian (Intermediate)

## EXPERIENCE

### **Burke Law, P.C., Vermont** - *Legal Aid and Assistant*

September 2017 - PRESENT

- Scheduled meetings and court proceedings through Google Calendar
- Maintaining professional contact with clients regarding, but not limited to, upcoming court dates, current status of cases, and legal assistance
- Drafted motions, subpoenas, and other legal documents as well as filing requests for Discovery

### **Adventure Treks, California** - *Outdoor Instructor*

June 2017 - August 2017

- Leadership development and outdoor education with students ages 14-17 in two, 3-week programs throughout Northern California
- Facilitated daily activities and logistics
- Led students on various outdoor trips with focus on "Leave No Trace" principles and sustainability

### **Lebanon School District/Chelsea School, New Hampshire/Vermont** - *Substitute Teacher*

January 2017-June 2017, March 2018

- Followed the daily curriculum and policies within each classroom
- Attained daily lesson goals to ensure preparedness for subsequent lessons
- Oversaw management of academic environment
- Provided additional support to students using the Individualized Education Program

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## **Vermont Department of Health: Health Promotion and Chronic Disease, Vermont - Policy Tracking Intern**

September 2016 - December 2016

- Policy Tracking Intern in Tobacco Control and Prevention Department (**802Quits**)
- Assist with statewide tobacco policy tracking
- Support preparation efforts for coalitions, site visits, and community outreach events
- Assist with creating and tailoring a policy reporting tool used by statewide coalitions

## **EDUCATION**

### **University of Vermont, Burlington - B.A.**

September 2015 - December 2016

3.57 Overall GPA, Cum Laude, Academic Scholarship Recipient

### **Southern Maine Community College, Portland - A.A**

September 2011 - May 2013

4.0 GPA, Phi Theta Kappa Honor Society, Academic Dean's List

## **Volunteer Experience and Leadership**

### **SUMMER 2012**

*EcoVolunteer UP*-Puerto Lopez, Ecuador

### **SPRING 2013**

*Oceana: Climate and Energy Campaign*-Intern

### **SPRING 2013**

*House Representative Chellie Pingree*-Congressional Intern

### **SUMMER 2013**

*Vermont Youth Conservation Corps*-Crew Leader

### **SUMMER 2016**

*Little Bellas*-Mountain Bike Mentor

### **SPRING 2016/2017**

*Girls on the Run Vermont* Coach