

Mary T. Biggs
marytbiggs@gmail.com
www.marytbiggs.com
(865) 851-5745

Creative, detail-oriented qualitative & quantitative social scientist with proven capacity to work independently and experience in non-profit, Federal, and academic sectors. Demonstrated dedication to DEI and environmental issues, passionate about interdisciplinary collaboration to achieve science-based results, and skilled in written and oral science and stakeholder communication.

EDUCATION	SELECTED SKILLS
Doctor of Philosophy, Geography University of North Carolina at Chapel Hill, Chapel Hill, NC expected 2023	Qualitative data analysis (Qualtrics, ATLAS.ti) Project Management Team Leadership Microsoft Office Suite (MS Excel, MS Word)
Master of Arts, Geography University of North Carolina at Chapel Hill, Chapel Hill, NC 2020	Remote conferencing systems (Zoom, Teams) Multitasking Spanish (written and oral) QGIS
Bachelor of Arts, Spanish <i>Summa cum laude</i> Bryn Mawr College, Bryn Mawr, PA 2015	

EXPERIENCE

Social Science Researcher | UNC Department of Geography *2018-present*
(Chapel Hill, NC)

- Designed, implemented, analyzed, and communicated results from two independent qualitative/quantitative research projects over 5 years, including managing sensitive data from 300+ interview participants and tracking \$138,000 of personal NSF grant funding
- Recruited, managed, and mentored a team of 3 undergraduate research assistants for data collection in summer 2022
- Successfully wrote 7 grants over 3 years, earning \$150,133 in research funds
- Distributed research results through 2 articles and 7 professional presentations to date

Program Coordinator | UNC Office of Scholarships and Student Aid *2021-2022*
(Chapel Hill, NC)

- Managed projects and programming for 7 UNC scholarship programs serving 500+ undergraduate students, including regular communication with stakeholders and organizing professional development and community-building events
- Provided general administrative support for office leadership and collaborated with team members to manage a diverse and fast-paced workload
- Tracked and monitored program reflections and feedback from students

Outreach Coordinator and Volunteer Trainer | Showing up for Racial Justice *2020-2022*
(Remote, volunteer)

- Designed and implemented distribution system for T-shirt fundraiser that raised over \$3,000 and distributed 250 shirts to supporters across the country
- Collaborated with national SURJ leadership to develop and conduct hour-long weekly trainings for up to 50 other volunteer leaders between November 2020-January 2021
- Provided technical support, including chat and breakout room functionality, for 14 national video conference calls of 400+ participants between May 2020-October 2020

Alumni Network Chair and Recruitment Specialist | MobilizeGreen *2018-2020*
(Remote)

- Developed and implemented innovative professional development and continuing education for 300+ alumni of MobilizeGreen (organization that places diverse youth in paid internships)
- Tracked and analyzed program and alumni data to shape communication plan and collaborative programming, including preparing and distributing reports for program leadership
- Managed recruitment for 10 internship positions, including organizing 551 applications and conducting interviews with 35 individuals

Resource Assistants Program Liaison | USDA Forest Service *2016-2018*
(Washington, D.C.)

- Developed and managed a national diversity internship program in innovative partnerships with private and Federal stakeholders, including managing relationships between the Forest Service and private environmental organizations
- Collaborated with a multidisciplinary team of agency professionals to advance Forest Service DEI goals
- Regularly prepared and distributed resources for 100+ Resource Assistants and Forest Service supervisors, including monthly webinars, policy guidance, and newsletters
- Managed and interpreted national data to effectively communicate program accomplishments to senior leadership
- Allocated, tracked, and monitored \$7.5 million to youth and veteran projects that provided 2,100 employment opportunities nationally over two years

Education and Stewardship Liaison | The Nature Conservancy *2014, 2015*
(Block Island, R.I.)

- Developed and implemented public education tours for community members and tourists on Rhode Island ecosystems, Block Island history, and Nature Conservancy mission over two summers
- Coordinated and led youth and community volunteers in maintenance of the island's 28-mile trail system
- Spearheaded and managed a sign restoration project that involved mapping over 35 sign locations across the island and working with volunteers and staff to repair or install effective signs as needed.