

# SAILOR MAYES

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## PROFESSIONAL SUMMARY

Hardworking, results-oriented, and passionate job seeker with strong organizational skills eager to secure an entry-level position after graduation. Ready to help impact the planet in a net positive way by means of increasing biodiversity, enhancing and preserving ecosystems, and creating a lesser human footprint on our planet.

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## WORK HISTORY

**Office of Climate and Energy Division Intern, 01/2023 to Current**

**Department Of Environment, Great Lakes, And Energy - Remote**

- Manage and continue to promote the MI Healthy Climate Plan.
- Support environmental management and sustainability through continuous development of best practices and effective MI healthy Climate Plan procedures.
- Sort and organize files, spreadsheets and reports

**Environmental Support Division Intern, 08/2022 to Current**

**Department Of Environment, Great Lakes, And Energy - Detroit, MI**

- Input data such as job postings, career fairs, and events
- Researched different organizations for potential future outreach
- Provided crucial contact information regarding all of Michigan's top colleges and universities for future employees and interns

**Greenhouse Attendant, 03/2020 to Current**

**Detroit Biodiversity Network - Detroit, MI**

- Created and held successful events for plant sales, tours of the greenhouse, and biodiversity information sessions
- Identified plant diseases and researched methods for mitigation.
- Educated employees and members of public on plant biology and health.

**Student Senate President , 05/2021 to 05/2022**

**Wayne State University - Detroit, MI**

- Served as the University student spokesperson, liaising between students and school administrators.
- Attended administrative board meetings, staying up-to-date on

## CONTACT

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## SKILLS

- Program Implementation
  - Leadership
  - Communication
  - Data Entry
  - Project Management
  - Managing Files and Records
  - Teamwork and Cooperation
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## VOLUNTEERING

- Arboretum Detroit - Planting native trees
  - Friends of the Rouge - Insect identification and collection
  - D-Town Farms - Urban farming and cultivation
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university policies and procedures that impact students

- Placed a polling location on campus, included voter registration with student orientation, established a center for sexual assault survivors, made election day a university holiday, implemented a 30% off summer tuition rate for qualifying students, implemented money for urban gardens around campus.

**Federal Facilities Enforcement Office Intern, 01/2022 to 02/2022**

**Environmental Protection Agency - Detroit, MI**

- Investigated and identified documents providing evidence of possible contamination waterwell sites
- Wrote emails and examined/input data work
- Investigated Federal practices that violated standards within the EPA
- Created presentations and summarizes executive plans made by President Biden

**President's Standing Committee Member, 04/2020 to 04/2021**

**Wayne State University - Detroit, MI**

- Worked on the Universities environmental standing committee
- Met with members to discuss current environmental issues brought up by students
- Passed a resolution for the planting of over 300 trees around campus

**Assistant Field Coordinator, 01/2020 to 11/2020**

**Brendan Johnson For State Representative - Detroit, MI**

- Conducted monthly staff meetings to communicate program needs and scheduled activities.
- Knocked doors (canvassed) and called residents
- Scheduled and managed events, mostly virtual due to COVID-19 transition
- Called local stores to book coffee hours and Meet-and-greets for Brendan Johnson.

**Internship Student, 08/2018 to 01/2019**

**Senator Gary Peters - Rochester, MI**

**Field Representative, 06/2017 to 11/2018**

**Elissa Slotkin For Representative - Rochester Hills, MI**

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## **EDUCATION**

**Bachelor of Science, Political Science, Expected in 05/2023**

**Wayne State University - Detroit, MI**

**Bachelor of Arts, Communication Studies, Expected in 05/2023**

**Wayne State University** - Detroit, MI

**High School Diploma, 05/2019**

**Rochester High School** - Rochester Hills, MI

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