

Michelle Costanzo

Marion Street, Rochester, NY 14610

585-278-2596 • michellecostanzo3@gmail.com

PROFESSIONAL EXPERIENCE

City of Rochester

Rochester, NY

Senior Administrative Analyst/Administrative Analyst

March 2022 - Present

- Provide administrative support to the Division of Environmental Quality (DEQ)
- Evaluate DEQ proposals to ensure contract compliance and determine the appropriate allocation of available budget funds
- Assist in the preparation of grant applications to fund various programs
- Maintain financial records and prepare and submit required reports for EPA grant funded programs for DEQ
- Assist in the preparation of operating and capital budgets for DEQ
- Responsible for responding to Freedom of Information Law (FOIL) requests for DEQ
- Input contracts, create requisitions, enter budget transfers and other financial information in the City of Rochester's financial management software
- Assist in the preparation of written and numerical reports
- Review invoices and other financial records for accuracy

Municipal Assistant

March 2020 - March 2022

- Provided administrative support to the Bureau of Equipment Services
- Prepared and sorted information for data entry
- Entered information into database software and computerized records
- Ensured the accuracy of the inputted data by comparing it to source documents
- Assisted in the preparation of departmental planning documents
- Generated and distributed monthly billing reports
- Maintained and updated vehicle records
- Created requisitions for equipment repairs

Urban League of Rochester, NY, Inc.

Rochester, NY

Program Director

September 2018 - March 2020

- Provided oversight of a workforce development program, which served individuals involved in the criminal justice system
- Supervised program staff and assisted program employees with the provision of direct services
- Drafted policies and procedures aligned with the program design outlined in the grant
- Created forms and established procedures to effectively record and track progress towards program outcomes
- Presented information to various agencies and organizations to facilitate the provision of support services for participants enrolled in the program
- Oversaw the preparation and regular submission of all reports to ensure program compliance
- Administered and monitored program services, which included occupational, employment and educational services
- Maintained a caseload of 30 to 50 participants and provided comprehensive support services
- Monitored the program budget

Job Developer

March 2016 - September 2018

- Provided academic and vocational counseling and guided program participants in developing individualized career pathways
- Developed and implemented constructive tasks to enhance the work skills of program participants, which included workshops on communication, teamwork, professionalism and problem solving
- Created forms and established procedures to effectively record and track program outcomes
- Advocated for program participants by contacting agencies and support service providers to assist clients in obtaining necessary services

Michelle Costanzo

Marion Street, Rochester, NY 14610

585-278-2596 • michellecostanzo3@gmail.com

International Medical Corps

Emergency Response Officer

Washington, DC

August 2014 – December 2015

- Coordinated emergency response operations between field-based teams and response management teams at headquarters
- Facilitated the deployment of emergency response teams to designated natural and man-made disaster areas and organized briefings and deployment materials for team personnel
- Compiled information for and drafted donor reports, situation reports and operational reports
- Monitored the safety and security of locations globally and updated relevant stakeholders in a timely manner regarding natural disasters as well as political and public health crises
- Provided content for external communications to raise awareness of emergency responses via webpage, talking points and congressional briefs
- Supported program development for emergency funding through proposal writing

International Operations Assistant

March 2014 – July 2014

- Contributed to research, presentation materials and projects as assigned by the Senior Vice President, International Operations
- Assisted in drafting and editing situation reports and program proposals
- Managed the schedule of the Senior Vice President, International Operations
- Provided administrative support to the Emergency Response Unit

Center City Public Charter Schools

Events Intern

Washington, DC

October 2012 – August 2013

- Planned and executed district-wide events for students at six campuses
- Managed event coordinators to ensure successful completion of events
- Facilitated the development of and maintained a partnership for a near-peer mentor program

EDUCATION

Master of Public Administration

American University, School of Public Affairs

May 2014

Washington, DC

Bachelor of Arts in International Relations and Geography

State University of New York at Geneseo

May 2010

Geneseo, NY

Associate in Science in Liberal Arts

Monroe Community College

June 2007

Rochester, NY

TRAININGS

Monroe County System of Care

- Constructive Feedback and Active Listening
- An Overview of Emotional Trauma
- Self-Awareness
- Principles of Family/Youth Engagement

Humanitarian Academy at Harvard

- Building a Better Response e-learning course