

# Chloe Outland

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## EDUCATION

**University of Michigan, Gerald R. Ford School of Public Policy**

*B.A. of Public Policy, Urban Studies minor*

## WORK EXPERIENCE

**University of Michigan Vice President and Secretary Office**

Ann Arbor, MI

*Policy & Event Coordinator*

September 2024 - Present

- Organizes and manages logistics for Regents' meetings and Michigan football game days, including credentials for Regent guests, venue set-up, security, catering, agendas, and clear communication with all involved parties.
- Conducts thorough research and supports various projects related to bylaw administration and best practices, contributing significantly to governance documentation and process improvement initiatives.
- Build stronger connections between the Board of Regents and the university community through strategic engagement initiatives, thoughtful event coordination, and offering policy context and synthesize developments to help the Board understand evolving community needs and the broader policy landscape.

**University of Michigan Student Life Office**

Ann Arbor, MI

*Student Assistant*

September 2023 - May 2025

- Executes event space set-ups and break-downs for diverse events, manages audio/visual equipment, tracks participant data using Excel, and resolves guest inquiries efficiently, supporting over 100 events per quarter.
- Manages administrative tasks, including handling check payments and supervising student staff, ensuring smooth operation for over 200 reservations, and calendar management for professional staff in office.

**Michigan One Campaign**

Ann Arbor, MI

*Harris Campaign Fellow*

September 2024 - November 2024

- Conducted phone and door community outreach to encourage residents to vote, vote early, and vote for One Campaign candidates in seven different districts across Michigan using NGP Van and Vote Builder software.
- Supported the setup and operations for high-profile rallies while managing vendor relationships, event staff, and volunteer coordination to ensure flawless execution and a seamless experience for thousands of attendees.

**Leaders Institute MD**

Bethesda, MD

*Program Management Intern & Dingell Fellow*

June 2024 - August 2024

- Developed and implemented DEI workshops for grades 7-12, supporting the CEO in strategic planning and supervising a team of 5 interns on various projects.
- Managed and hosted a webinar addressing disparities in tutoring services, developing and overseeing budgets for the webinar and associated projects, achieving over 80% participant satisfaction.
- Published a 50-page, research-based toolkit for schools and youth-serving organizations, collaborating with internal and external stakeholders to compile actionable insights.

**Grosse Pointe Dance Center**

Grosse Pointe, MI

*Instructor, Camp Counselor and Coordinator*

September 2019 - August 2023

- Taught weekly classes of 10-20 students, ages 2.5-11, utilizing Studio Director software to track progress.
- Developed three different summer camps, each running three separate times throughout the summer, for children ages 3-6 and 7-10. 85% of new students enrolled in the summer camps returned to the studio for fall courses.

**Telling It**

Ann Arbor, MI

*Youth Development Intern*

January 2023 - May 2023

- Facilitated and planned 14 art-based sessions at Ypsilanti Middle School by collaborating with social workers to identify behavioral trends and implement support strategies, supporting students' social-emotional learning.

**Street Democracy**

Detroit, MI

*Legal Intern*

May 2022 - September 2022

- Designed a SMS text service to walk over 200 clients through tailored action plans built to address their legal needs.
- Planned and organized annual fundraising event for 100 attendees resulting in \$25,000 of new funding and 50 homeless or at-risk families receiving a meal, new clothes, and basic hygiene necessities.
- Worked alongside the ReThink Discipline Program to create an easily accessible form for parents and legal guardians to appeal their child's disciplinary sentence.

## ACTIVITIES

**Releve Dance Company, President**

January 2024 – Present

- Executes tasks including audition oversight, grant writing, finance management, schedule creation, space reservation, and coordination with guest artists and technical crews for seamless performance execution.

**Ford Undergraduate Committee, Senior Representative**

January 2024 – May 2025

- Served as a liaison between the senior cohort and the executive board to facilitate senior participation in UGC events, plan and host UGC events, and complete administrative tasks for the full executive committee.

## ADDITIONAL INFORMATION

**Technical Skills:** Microsoft Office Suite, Advanced Excel, Adobe Creative Cloud, Tableau, R Studio Cloud, Google Office