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BAC-9788

Contact Information

Contact Name	Malissa Spero	Home Address	
Preferred Phone		Home City	
Preferred Email		Home State	
Other Phone		Home Zip	
Other Email		County	
DOB		Hispanic or Latino origin or Descent?	No
Gender	Female	Race/Ethnicity	Caucasian
Other Gender		Other Ethnicity	
Title		Salutation	
		Pronouns	she/her

Application

Status	New	Council Resolution Number	
Notes			

Board Information

Board Name	Bluebird Business Improvement District	Original Start Date	
		End Date	
		Other boards or commissions served	

Work Information

Employer		Work Address	
Position		Work City	
Business Phone #		Work State	
Work Email		Work Zip	

Additional Information

Are you a registered voter?		Objection to appointment?	No
If so, what county?		Special Information	
Denver City Council District No	10	Registered Lobbyist	No
Conflict of Interest Explanation		Conflict of Interest	No

Education and General Qualifications

Name of High School		Name of Graduate School	
Location of High School		Location of Graduate School	
# of Years Attended High school		# of Years Attended Graduate School	
Did you Graduate High School	Yes	Did you Graduate	
		Graduate Major	
Name of College			
Location of College			
# of Years Attended College			
Did you Graduate College			
Undergrad Major			

Reference Details

Reference Name #1		Reference Email #1	
Reference Phone #1		Reference Address #1	
Reference Name #2		Reference Email #2	
Reference Phone #2		Reference Address #2	
Reference Name #3		Reference Email #3	
Reference Phone #3		Reference Address #3	
Agree to a background check	<input checked="" type="checkbox"/>		
Owner	Esther Lee Leach	Created By	Denver Integration, 2/5/2025, 11:07 AM
		Last Modified By	Denver Integration, 2/5/2025, 11:07 AM

Notes & Attachments

Malissa Spero hooked bio.pdf

Type	Attachment
Last Modified	Denver Integration
Description	View file

headshot.jpg

Type	Attachment
Last Modified	Denver Integration
Description	View file

MalissaSpero.CV2025cb.pdf

Type	Attachment
Last Modified	Denver Integration
Description	View file

Applicants History

2/5/2025, 11:07 AM

User	Denver Integration
Action	Created.

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MALISSA MURPHY SPERO

CONTACT



[REDACTED]



[REDACTED]



[REDACTED]

LIFELONG LEARNING

Grant Writing Master Classes,
Elephant Sanctuary in Chiang Mai
Thailand, Friends for Asia, PADI
Advanced Scuba Certification,
Various Writing Classes, Lighthouse
Writers, Advanced Tap Dancer,
Various Golf Teams

INDEPENDENT TRAVEL

Cambodia, Thailand, South Korea,
Vietnam, Japan, India, Nepal, Cuba,
Canada, Mexico, Belize, Guatemala,
Brazil, Europe

VOLUNTEER

- Denver Cat Rescue, Board Chair
- Project Worthmore, Volunteer
- American Cancer Society,
Oncology Camp Counselor
- Relay for Rescue, Event Referee
- Broken Shovels Animal Sanctuary,
Event Ambassador and Farm
Hand
- International Rescue Committee,
Refugee Housing Volunteer
- PawsCo former Cat/TNR Director,
Board Member, Foster
- Make a Wish Foundation,
Transport Volunteer

Accomplished small business owner with a record of success in business development, customer service, team building, management and cross-cultural programming.

WORK HISTORY

Hooked on Colfax

Owner

October 2005 - Current

- Business plan, licensing, build-out for coffee shop, liquor license and bakery
- Human resources: Hiring, retention, supervision, scheduling, termination, payroll
- Increase profitability by identifying cost-saving measures and optimizing resource allocation
- Curate artists, schedule rotating art/music/poetry/comedy shows, host receptions
- Vendor on-boarding and coordination
- Bookkeeping and accounts payable
- Marketing; print, social media, donations and partnerships
- Our neighborhood coffee house has become a central part of the community by hosting events, artists, workshops and community organizations

ELI Abroad

International Programs Specialist

June 2006 - January 2020

- Created international volunteer and internship programs with in-country teams
- Wrote/edited/designed informational material
- Emergency contact for ELI's in-country teams
- Created marketing campaigns, fielded questions on programs in 26 countries
- Conducted in-country office and project site visits, attended orientations
- University campus visits and presentations
- Negotiated in-country budgets
- Prepared outbound participants
- Policy creation and enforcement
- University contracts, relationships, preceptor reports
- Site specializations: Nepal, Thailand, Ireland, Brazil, India, Vietnam, South Africa.

**Center for China-US Cooperation, Korbel School of Int'l Studies,
University of Denver**

Project Manager, Editorial Assistant

July 2005 - July 2006

- Planned/coordinated academic forums, conferences, training programs
- Hosted visiting scholars, professors, donors
- Created itineraries and hosted Chinese delegations
- Processed article submissions for the Journal of Contemporary China
- Wrote/designed bi-annual newsletters and website
- Designed forum posters, wrote press releases
- Fostered student, academic and community involvement.

Dickerson Language Institute

Native English Instructor, South Korea

August 2004 - July 2005

- Created/implemented syllabi and interactive educational materials for twelve classes each semester, K-high school
- Prepared advanced students for assessment examinations.

Mail Boxes Etc., Global Headquarters/UPS

Franchise Relations Coordinator, Conflict Resolution

June 2001 - April 2004

- Coordinated formal mediation between franchisees and home office departments
- Collaborated with franchisees to improve business
- Analyzed means by which to improve corporate process and tracking
- Composed/edited policy correspondence by working closely with the Legal Department
- Compiled department's monthly report
- Created tracking system and supervised Area Contract Renewal Process
- Received the Make a Difference Award
- Supervisory Skills Certificate, San Diego Employer's Association.

EDUCATION

**BA International Studies and French: Int'l Law & Military
University of Denver**

**MA Coursework Biology/Zoological Conservation
Miami University at Ohio, Denver Zoo**