

Career Profile:**Program Director** | Smart Grid Cluster, Illinois Science & Technology Coalition, Chicago, IL

July 2016 – Present

- Led efforts to launch an incubator for water and energy technology (opening Winter 2018) with universities, VCs, business accelerators, national labs, NGOs, OEMs and World Business Chicago
- Developed recommendations for cluster development in Chicago based on four-month research project on other entrepreneurial support systems
- Helped over 70 cleantech startup companies access mentors, resources and connections to accelerate growth
- Developed and executed 20 sponsored events for entrepreneurs and energy companies
- Managed Small Business Administration reporting, budget, and marketing for the Cluster

Community Manager | Coalition: Energy, Chicago, IL

August 2015 – July 2016

- Managed membership and facility maintenance for two Chicago coworking communities with over 200 members
- Implemented new regular educational programming for entrepreneurs in energy and social impact
- Co-hosted networking events with over 20 energy organizations
- Designed and implemented new marketing strategy and Salesforce CRM for the company

Program Manager | Midwest Energy Efficiency Alliance (MEEA), Chicago, IL

January 2014 – May 2015

- Managed all aspects of MEEA's flagship Building Operator Certification®(BOC) program offered by over 60 Midwest utilities and state energy offices in ten Midwest states
- Hired, trained, and managed BOC team members
- Designed program marketing strategies, cultivated new relationships and managed diverse funding sources including training revenues and utility, federal and state grants
- Assisted with organization, staffing, and session panel development for the Midwest Energy Solutions Conference, with over 600 attendees

Interior Designer | Charter House Innovations, Holland, MI

June 2012 – December 2013

- Helped large-scale quick-service restaurant clients implement sustainability plans through materials specification and interior design (over 40 restaurants served)
- Served on internal sustainability team to improve manufacturing processes and company policies

Programs Manager | Michigan Energy Options, East Lansing, MI

May 2010 – June 2012

- Co-led efforts for renovations and LEED certification for MEO's Energy Demonstration Center, which achieved LEED EBOM Platinum (Summer 2012 – Project 1000009164)
- Helped to manage interns, outreach team, volunteers and contractors for energy efficiency programs
- Organized and taught Vermicomposting classes for K-12, assisted with school composting efforts
- Helped over 140 home-owners in the Lansing area achieve lower utility bills and greater efficiency through the BetterBuildings for Michigan Program in winter 2011
- Assisted with grant applications, reporting, budgeting, marketing development, seminar presentations, tours and communication strategy

Urban Design Intern | Planning Department, City of East Lansing, MI

May 2009 - August 2010

- Designed and implemented office plans for a small business startup
- Assisted with events and logistics for the Technology Innovation Center incubator in East Lansing
- Supported efforts for community development projects on behalf of the city for over 130 businesses

Education:**B.A. Interior Design** | Michigan State University

May 2010

Technical Skills:

Salesforce, G-Suite, AutoCAD, SketchUp, Twilight, Photoshop, InDesign, Microsoft Office Suite

Other:**Steering Committee**, Chicago Advanced Energy Group, 2015 – 2017**Advisory Committee**, ACEEE Market Transformation National Symposium, 2014 – 2015**Board of Directors**, USGBC West Michigan Chapter, 2013 – 2014**Vice Chair**, Heart of Michigan Branch, USGBC West Michigan Chapter, 2010 – 2012