



Jennifer Billo
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1 (781) 774-0388

Total Years of Relevant Experience: Four

PROFESSIONAL SUMMARY:

Ms. Billo is an accomplished professional with four years of experience working in communications, marketing and policy at both government and non-governmental agencies. She has a strong background in writing—excelling at developing original works, as well as coordinating and editing outside projects. In her role at Cobec that has included generating and editing content for market surveys and proposals, internal knowledge management, and external marketing campaigns.

EDUCATION:

Bachelor of Arts in Interdisciplinary Studies: Communications, Legal Institutions, Economics and Government, American University, Washington, DC 2019

RELEVANT EXPERIENCE:

Business Development and Marketing Associate

Cobec Consulting, Inc.,

July 2022 to Present

- Coordinated and contributed to building Cobec's knowledge management content repository, searched Cobec archives and interviewed staff members to populate a library of relevant information and past performances to help optimize Cobec's bid and proposal process
- Drafted language for and edited others' contributions to proposals and market surveys, contributing to a well-developed, polished work product for submission from the Cobec team to the customer
- Assisted in developing marketing materials and slick sheets that give an in-depth illustration of Cobec's capabilities including: systems engineering, cost estimating and scheduling, among others

Program Specialist for Environment

American Association of State Highway and Transportation Officials (AASHTO)

October 2020 to July 2022

- Produced AASHTO's monthly Environmental Technical Assistance Program (ETAP) Podcast, promoting state department of transportation (DOT) environmental accomplishments and encouraging information sharing among member states, gaining 2,500+ downloads since January 2021



- Edited and contributed to both AASHTO's bimonthly Climate Change Briefing and weekly Environmental Technical Assistance Program Newsletter which forward relevant, critical information to over 800 practitioners working on the cross section of transportation and the environment
- Coordinated and guided AASHTO Environment Committee member research proposals through the National Cooperative Highway Research Program's (NCHRP) funding process; securing \$2,000,000, across the 2021 and 2022 funding cycles, for AASHTO members to pursue unique research needs
- Assisted in organizing virtual annual meetings as well as webinars and virtual peer exchanges for the Environment committee and the Center for Environmental Excellence, reinforcing AASHTO's core purpose as a forum that convenes state DOTs and encourages collaboration among transportation professionals

Research Associate

Thomson Reuters

February 2020- June 2020

- Communicated with court officials across the country through a variety of channels to provide clients accurate and up to date background reports on their subjects
- Managed agents in at least ten states on behalf of client Wells Fargo to complete work in a timely manner
- Served as a liaison between clients and courts, leveraging established relationships with court clerks to furnish exceptional background reports

Community Intern

WeWork

June 2019- August 2019

- Assisted in managing an office of 90+ member companies, using customer service skills to help retain members and boost sales of office space
- Oversaw mail collection as well as sorting and distribution, giving member companies prompt and simple access to paperwork, paychecks and other vital documents delivered via mail

Legislative Intern

United States Senate, Office of Senator Edward J. Markey

January 2019- April 2019

- Monitored and answered constituent phone calls, utilizing policy knowledge as well as customer service skills to support the office reputation of exceptional constituent relations
- Corresponded with senate staffers across the state delegation to complete projects in an efficient and timely manner



Intern

Federal Communications Commission, Office of Legislative Affairs (OLA)

September 2018- December 2018

- Monitored congressional hearings for telecommunications related content and report to Director and Deputy Director of the OLA, improving the office's ability to serve as a liaison to Congress
- Assisted in annotating and researching FCC reports for Chief of Staff and Attorney Advisers, increasing overall office efficiency

Intern

Democratic Governors Association (DGA)

January 2018-May 2018

- Organized and formatted press clips for distribution to the executive director and political director, keeping senior staff up to date on democratic governors' policies
- Composed tweets for DGA account, with a following of over 90,000 users, promoting Democratic Governors' successes in job creation and social activism

Skills: Excellent communicator fluent in Microsoft Office Suite and Microsoft Teams, Google Workspace, Zoom and Zoom Webinar, GoToMeeting, Simplecast, Constant Contact, Wordpress, as well as all forms of social media