



KRISTEN KENNEDY

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EDUCATION

NEW COLLEGE OF CALIFORNIA

M.A. Humanities and Leadership, 2008

Emphasis in Culture, Ecology and Sustainable Community

Leadership training in conflict resolution, meeting facilitation, and consensus-building

Concentration in *Ecodwelling*: introduction to green building principles and design

UNIVERSITY OF UTAH

B.A. Theatre, 2000

Minor in Anthropology

Phi Kappa Phi Honor Society; 3.79 GPA

EXPERIENCE

NORTHWEST EVALUATION ASSOCIATION (NWEA); Portland, OR

8/10 – 6/13

A mission-driven non-profit whose computer-adaptive assessments help K-12 educators optimize their students' learning

Special Projects Assistant and Scheduling Coordinator (9/12 – 6/13, contract position via Kelly Services)

- Wrote the department's first set of standard operating procedures (SOP).
- Scheduled professional development training dates with approximately 100 customers (K-12 school districts) per week.
- Managed Salesforce database: entered and updated data, created reports, and analyzed data for discrepancies and trends.

Project Administrator (4/11 – 6/12)

- Led project meetings, ensured task ownership and completion, identified issues, and resolved roadblocks.
- Created and updated SharePoint project sites.
- Wrote and distributed weekly project progress reports.
- With the project owner, established project budgets. Tracked actual costs and resource expenditures.
- Managed relationships with project-related vendors and contractors.
- With stakeholder input, created the department's first ever curriculum revision and asset management processes.

Senior Administrative Assistant to Vice President Anne Udall (8/10 – 3/11)

- Scheduled appointments and coordinated extensive executive travel.
- Wrote Vice President's speeches and composed correspondence. Created multimedia presentations and reports.
- Managed event preparation and logistics.
- Planned a five-day, 150-person, \$150K-budget team retreat; was lauded for producing a practically flawless event.

KNEWTON, INC.; New York, NY

4/09 – 7/10

An award-winning, fast-paced technology start-up that customizes educational content to meet each student's needs

Manager of the Content Development Team

- Supervised eleven content development staff members. Made hiring, compensation, and termination recommendations.
- With VPs of Product and Marketing, made strategic decisions about content development priorities.
- Assigned content development work ([blog content](#), test items, educational videos, etc.), monitored team progress, and adapted work assignments to meet shifting priorities.
- Developed content in line with the Agile Software Development model: Tackled work in short iterations (sprints), embraced rapid prototyping, met aggressive deadlines for frequent software releases, and accepted constant change.
- Tested software and recommended user experience improvements.

Expert Online Instructor

- Earned five-star student reviews for live, online classes. Praised for being an entertaining, patient, and gifted teacher.

GREENBUILDING.COM and **WHAT'S WORKING, LLC**; Boulder, CO

11/08 – 3/09

The businesses owned by David Johnston, green building expert and author of *Green from the Ground Up*

Special Projects Assistant

- Revamped Mr. Johnson's Green Building 101 training seminars. Revised curriculum and edited content.

SEVEN STAR EVENTS; Asheville, NC

Seasonal: 11/06 – 2/08; Full-time: 3/08 – 10/08

The Green Event Experts

Director of Event Greening Operations: 2008 Democratic National Convention; Denver, CO

- Designed, planned, and managed the monumental effort that succeeded in recycling or composting over 70% of the waste generated during the Democratic National Convention.
- Hired, trained, and managed 60 Green Team managers. Scheduled and trained 1,000 Green Team volunteers.
- Developed an intricate volunteer shift schedule that satisfied Secret Service security requirements.
- Closely collaborated with the Official Recycling Sponsor, Coca-Cola. Ensured compliance with sponsorship branding rights.
- Directed on-site operations and served as central point of communication among Green Team managers at the event.

Director of Event Greening Operations: The Green Festivals; San Francisco, CA; Seattle, WA; Chicago, IL

- Created and implemented site-specific plans for waste reduction, energy-efficiency, eco-transportation, conversion to sustainable products, and carbon offset purchases.
- Achieved 97-99% landfill diversion at each event, helping make the Green Festivals the most sustainable events in the U.S.
- Led the team that received the EPA WasteWise Gold Achievement Award for Public Venue Recycling.



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EXPERIENCE

BUILD IT GREEN; Berkeley, CA

4/07 – 3/08

A non-profit dedicated to greening the residential building industry

Program Assistant, Green Builder Training Department

- Coordinated logistics for training seminars: negotiated venue contracts, confirmed speakers, and collated training materials.
- Wrote copy for web, email, and print marketing materials.
- Maintained a large database (MS Access) of building industry professionals.
- Managed web event registration system.
- Answered customer inquiries via phone and email.
- Tabled outreach events.

TESTMASTERS, INC.; Berkeley, CA; Portland, OR; Boulder, CO; Anchorage, AK; Honolulu, HI

6/02 – 9/06

Instructor and Private Tutor, Law School Admissions Test (LSAT)

- Scored in the 99th percentile on the Law School Admissions Test and taught over 1,200 students how to ace the exam.

CERTIFICATIONS & ADDITIONAL EDUCATION

Project Management Certification Course; Portland State University

In progress

Landscape Architecture Intensive, Harvard University

Cambridge, MA; 6/13 – 7/13

Certified Green Building Professional, California Build It Green

Berkeley, CA; 12/07

Certified Wilderness First Responder, National Outdoor Leadership School

Hood River, OR; 7/06

Northwestern School of Law

Chicago, IL; 9/01 – 5/02

SOFTWARE EXPERTISE & SKILLS

Microsoft Office: Outlook, Excel, PowerPoint, Visio, and Word (Advanced)

Database Management: Salesforce, MS Access, and various unique systems (Advanced; ability to learn new systems quickly)

Project Management: MS Project, Basecamp (Experienced)

Creative/Design: Adobe Illustrator, Photoshop, and InDesign; Google SketchUp (Experienced)

Web Content Management: Drupal, Moodle, Joomla, and CiviCRM (Experienced)

E-Marketing: Constant Contact, iContact, MailChimp, Survey Monkey (Experienced)

Editing: Copywriting, editing, and proofreading (Advanced)

PERSONAL

Interests include organic gardening, biking, backpacking, tennis, travel, urban sketching, figure drawing, yoga, meditation, *NY Times* crosswords, vegetarian cooking, Permaculture, natural building, and all things sustainable.