

CAROLINE BIRSNER

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EDUCATION

Boston University (Boston, MA), *Summa Cum Laude* (GPA 3.83/4.0)

- Bachelor of Arts, International Relations, May 2015
- Bachelor of Arts, Environmental Analysis and Policy, May 2015
- Minor in French

Honors and Awards

- Boston University Dean's List, Fall 2011–Spring 2015 consecutively
- Recipient of Frederick S. Pardee School of Global Studies Academic Excellence Award, May 2015
- Member of Phi Beta Kappa (ΦBK), National Honor Society for Liberal Arts and Sciences, May 2015
- Member of Pi Sigma Alpha (ΠΣΑ), National Political Science Honor Society, April 2014

PROFESSIONAL EXPERIENCE

Green Century Capital Management, Inc., Boston, MA

Fossil Fuel Divestment Intern, June 2015–August 2015

- Researched effective marketing initiatives for the company's socially-responsible mutual funds
- Prepared and optimized presentations and outreach materials to prospective investors and financial advisors
- Researched and prepared environmental, social, and governance (ESG) report for shareholder advocacy project
- Tracked relevant media coverage of Green Century's marketing and shareholder advocacy campaigns
- Compiled internal weekly newsletter of fossil fuel divestment initiatives

CivicSolar, Inc., Boston, MA

Product Marketing Intern, January 2015–April 2015

- Researched and evaluated new opportunities in expanding solar markets
- Supported sales team and operations team for sales of solar electric power systems and related products
- Performed analysis on internal Key Performance Indicators (KPIs) to assess effectiveness of marketing strategies

Massachusetts Department of Environmental Protection, Boston, MA

Procurement Intern, October 2014–November 2014

- Assisted with reviewing and processing State Revolving Fund loan applications for water treatment projects
- Ensured contracts adhered to federal and state laws

United States Department of State, Paris, France (United States Embassy)

Environment, Science, Technology, and Health (ESTH) Intern, May–August 2014

- Held Secret level security clearance
- Supported Foreign Service Officers in ESTH and Economic sections
- Represented the U.S. Embassy at French ministries and events
- Assisted with protocol for high-level official visits and functions, including with Secretary of State John Kerry
- Helped draft, edit, and translate diplomatic cables, notes, and other official correspondence
- Facilitated coordination of the Embassy's internal Green Action Team
- Served as Embassy liaison for U.S. delegations to the Major Economies Forum on Energy and Climate (MEF) and the United Nations' Climate and Clean Air Coalition (CCAC) working group meetings

RELATED SKILLS

Foreign Languages: Highly proficient in French. Some conversational ability in Finnish and Lithuanian.

Computer Skills: Highly proficient with Microsoft Windows and Macintosh OS X operating systems, Microsoft Office Suite (MS Word, MS PowerPoint, MS Excel, MS Outlook), social media, research. Some experience with HTML coding, Geographic Information Systems software (ArcGIS), Google Analytics, and customer relationship management (CRM) software.