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SUMMARY STATEMENT:

A well-rounded young professional with leadership experience, academic excellence, strong communication skills, and high moral standards.

EDUCATION:

University of Massachusetts at Amherst – Graduated February 2012

Commonwealth Honors College

Major: Industrial Engineering

- ✓ Dean's List
- ✓ Cumulative GPA: 3.4

RELEVANT COURSES:

Manufacturing Processes, Engineer Economic Decision Making, Probability and Statistics for Engineers, Human Factor Engineering, Multivariable Calculus, Deterministic and Stochastic Operations Research, Differential Equations, Production Planning and Control, Writing for Engineers

SKILLS:

Fluent in C++, VBA, Matlab programming, ProE, AutoCAD, Microsoft Word, Visio, Excel, and Salesforce

PROFESSIONAL EXPERIENCE:

EnerNOC, Inc.

Supply Chain Administrator

Boston, MA

Jan 2013 - Present

- Partnered with an internal Salesforce programming team in a six-month effort to create a personalized inventory tracking system, corresponding training documents, and supporting tools for supply chain daily and weekly processes
- Supervise and/or execute the daily activities of the Supply Chain team, including one or more administrators/interns
- Create and manage reporting, forecasting, weekly cross-departmental meetings, and productivity tools and frequently provide analytic and reporting support to management
- Work with internal customers to identify and propose solutions for process gaps, document requirements, and opportunities for training and department collaboration. Currently working with Field Operations team to improve their daily processes and department collaboration with Hardware Operations
- Participate in vendor negotiations, working together to set up new products and improve processes

EnerNOC, Inc.

Energy Markets and Data Quality Intern

Boston, MA

Jan 2012 – June 2012, July 2012 – Dec 2012

- Reviewed faulty data streams, corrected visible errors using estimation algorithms and utility data, and evaluated the root cause to prevent similar errors in the future
- Designed proposed tool improvements using Excel and Sforce Connector skills
- Supported day-to-day tasks of the PJM demand response energy management market within the Energy Markets division

Abbott Labs

Co-op Student in the Business Excellence Division

Worcester, MA

Spring 2011

- Worked with the Business Excellence manager in conducting a Lean diagnostic of the Worcester branch of Abbott Global Pharmaceutical Operations
- Discovered a half million dollar savings opportunity while conducting a cost analysis of biotech production devices

OTHER EXPERIENCE:

WMUA 91.1 FM

General Manager

Amherst, MA

September 2009 – May 2011

- Responsible for fiscal accounts and office functions, served as chief financial officer
- Supervised a staff of 18 department directors
- Ran weekly staff and biweekly general body meetings

ACTIVITIES, LEADERSHIP, AND ASSOCIATIONS

- Euphonium player in University of Massachusetts Minuteman Marching Band, 2007-2011
- Co-chair for annual banquet for University of Massachusetts Marching Band with over 400 attendees, 2009-2010
- Teaching Assistant for Engin113, an introductory engineering course on ProE and Matlab, 2010-2011
- Member of The World Champion Cadets Drum and Bugle Corps, 2011
- Member of Living Root Competitive Community Dragon Boating Team, Boston MA, 2012 - Present
- Active Big Sister of Big Sister Association of Greater Boston, 2012 - Present