

# SARAH LAM

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## EDUCATION

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### **Master of Environmental Science and Management** (Expected June 2023)

Marine Resource Management Specialization

**Bren School of Environmental Science & Management** – University of California, Santa Barbara (UCSB)

### **Bachelor of Arts in Environmental Studies** GPA 3.7 (December 2019)

Minor in Cultural Anthropology

**Northeastern University**, Boston, Massachusetts

**Relevant Coursework:** Wildlife Ecology, Geographic Information Systems, Environmental Planning, Renewable Energy Transitions in the Global South, Ethnographic Field Experience, Environmental Politics & Policy, Sustainable Development, Environmental Geology, Coastal Sustainability Challenges in SE Asia & New England

**Honors and Activities:** Dean's List, NU Huskiers and Outings Club, Slow Food, Sigma Kappa Sorority

**Study Abroad** – American College of Thessaloniki (9/15–12/15)

## PROFESSIONAL EXPERIENCE

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### **Technology Development Fellow** – Massachusetts Clean Energy Center, Boston, MA (1/19–6/19)

- Tracked project tasks, created marketing materials, and generated documents (memos, contracts, amendments, etc.), for MassCEC grant programs including AmplifyMass, InnovateMass, Catalyst, and DeploysMass
- Organized 6 monthly lunch & learn presentations from awardees of MassCEC's grants to MassCEC staff
- Reviewed 25+ applicant proposals on criteria of commercialization potential, technical merit, and GHG impact
- Worked collaboratively to promote commercialization and development of clean energy technology across MA

### **Grant Writing and Development Co-op** (intern)– Burn Design Lab, Vashon, WA (1/18–6/18)

- Managed company PR development – newsletters, donor outreach, social media, and website maintenance
- Assisted with organizational development through work on employee handbook and new hire onboarding documents
- Identified, vetted, and led grant proposal process; ensured timely submissions of 50+ applications
- Maintained comprehensive grant reporting process for bi-monthly presentation to board of directors

### **Recruitment and Benefits Co-op** (intern)– EF Education First, Cambridge, MA (1/17–6/17)

- Restructured and facilitated inclusive onboarding experience for all levels of EF staff
- Maintained organized file system while helping transition to paperless filing and assisted with HRIS management
- Developed new hire networking events with company executives in collaboration with 6 person Benefits team
- Promoted health, dental, 401k, and vision benefits offerings to incoming and newly eligible EF Staff

### **VP Communications** – Northeastern University Huskiers and Outing Club, Boston, MA (1/17–8/17)

- Composed comprehensive meeting minutes and distributed to members via mailing list after each meeting
- Organized and distributed member feedback survey and compiled results into presentable visuals

### **Committee President** – TEDxYouth@Conejo, Conejo Valley Unified School District, CA (11/12–6/15)

- Led team of 8 students through logistical planning, volunteer recruitment, and speaker auditions
- Brainstormed themes and weekend schedule for two annual TEDxYouth conferences
- Upheld specific TED brand requirements; uploaded, labelled and archived all conference talks online

## SKILLS AND INTERESTS

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**Computer:** ArcGIS, ADP Workforce Now, Fluxx, Microsoft Office Suite, Slack, Asana

**Language:** Basic conversational and written Spanish

**Interests:** Travel, Environmental Activism, Backpacking, Shakespearean Theater