

Jenny Marusiak, Marketing and Proposal Manager

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PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA. *Marketing and Proposal Manager*, 2014 – present.

- Oversees proposal process from lead identification to proposal development and contracting
- Edit Synapse reports, presentations, and work products to ensure that materials are accurate, clear, concise, written in plain language, and free of typographical and grammatical errors
- Manages marketing projects and activities

Eco-Business, Singapore. *Deputy Editor*, 2010 – 2012.

- Sole full-time editor for Asia Pacific's first online media platform for sustainable business and policy news and views
- Meticulously edited copy from journalists and contributing writers from a wide range of industry sectors and cultural backgrounds
- Wrote and published 110+ news and feature articles for general and B2B audiences on topics such as cleantech, energy policy, urban management, and corporate social responsibility
- Planned editorial calendar for 11 unique industry topics and fielded pitches from public relations firms, NGOs, corporations and government agencies
- Managed website content through online content management system (CMS) and social media interaction on LinkedIn, Facebook and Twitter
- Represented Eco-Business at global events and interviewed thought leaders, policy makers and experts from around the world

Freelance Writer and Editor, Singapore. 2010.

- Wrote, edited and proofread marketing and communications materials including newsletters, press releases, advertising brochures, flyers, web text and articles
- Wrote an in-depth yet highly readable impact report for a Canadian International Development Agency environmental economics program in Southeast Asia

The Trust for Public Land, New York, NY. *New York City Program Assistant*, 1997 – 1999.

- Provided administrative support to program director, including meeting logistics, event planning and tracking revenues and expenses for urban programs

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- Wrote grant proposals and reports for funding from foundations and corporations
 - Liaised with outside consultants providing environmental education programs in public schools and community gardens

The Trust for Public Land, Boston, MA. *Development Assistant*, 1999 – 2000.

- Coordinated the annual appeal for the Major Donors Officer, including donor mailings and responding to donor requests
- Maintained regional database and created a system for tracking donor activity

The Environment Council, London, England. *Project and Training Coordinator*, 1995 – 1996.

- Coordinated with developers, businesses, farmers, regulatory agencies, and NGOs as they negotiated best practice guidelines for an emerging biomass industry
- Researched and wrote reports and project briefs, and tracked project budget
- Provided logistical support and marketing materials for conflict resolution training courses
- Selected for management of the Environmental Resolve team during the manager's three-month leave of absence; recruited new staff and developed staff job descriptions

EDUCATION

Columbia College, Columbia University, New York, NY
Bachelor of Arts in Environmental Science, 1994

Resume dated January 2015