

Erin Ash, Operations Manager

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PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA. *Operations Manager*, October 2020 – present,
Operations Lead, 2016 – October 2020.

- Coordinate aspects of the project lifecycle including administration, project set-up and maintenance, resource allocation, project health reporting, and project closure
- Create weekly and monthly reports to support financial meetings, project accounting, budget management, and staff utilization
- Provide AP/AR bookkeeping and general accounting support

Signature Transportation Services, Troy, MI. *Accounts Manager*, 2015 – 2016.

- Ran all day-to-day operations of a start-up company, managed 15+ employees
- Generated financial reports for business assessment, managed budgets, created marketing plans and materials
- Obtained new clients through independent sales pitches, researched potential clients
- Interviewed, hired, and on-boarded new employees, created job descriptions for all employees

Cranbrook Institute of Science, Bloomfield Hills, MI. *Community Educator*, 2015 – 2016.

- Coordinated staffing and logistics for Boy and Girl Scout workshops
- Led science classes on topics covering environmental science, social justice, recycling, and sustainability for adult science nights and general public events

Massachusetts Water Resources Authority (MWRA), Boston, MA. *Water Quality Intern*, 2015.

- Prepared data for MWRA's NPDES permit including toxicity testing figures and assisted with DMR completion
- Created maps and visual data displays of Boston Harbor water quality using arcGIS Online
- Visited wastewater treatment plants, drinking water treatment centers, pumping stations, and stormwater (CSO) facilities
- Developed a Quality Assurance Project Plan (QAPP) for water quality monitoring

Boston Medical Center, Boston, MA. *Program Assistant*, 2014 – 2015.

- Developed budgets for national addiction medicine training programs and completed grant budget justifications
- Spearheaded grant writing for the department's R25 grant renewal
- Acted as the Program Manager for the Boston University Addiction Medicine Fellowship

Boston Medical Center, Boston, MA. *Green Week Coordinator*, 2015.

- ✓ Coordinated a series of “Green Week” activities for staff and visitors in honor of Earth Day 2015 including a vendor fair, documentary viewing, and a sustainable café menu
- ✓ Supported the design of a project intended to determine hospital recycling rates

EDUCATION

Boston University, Boston, MA

Master of Public Health, Environmental Health, 2015

Michigan State University, East Lansing, MI

Bachelor of Science in Environmental Science and Management, 2013

Resume updated November 2020