

**Emma Nour Belabbes, Executive Assistant**

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Synapse Energy Economics | 485 Massachusetts Avenue, Suite 3 | Cambridge, MA 02139 | (617) 453-7045  
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**PROFESSIONAL EXPERIENCE**

**Synapse Energy Economics Inc.**, Cambridge, MA. *Executive Assistant*, May 2021 – Present

- Provide comprehensive support to CEO and SVP by providing calendar management, troubleshooting office operations, and prioritizing courses of actions.
- Act as a liaison and provide support to the consultants by handling meeting logistics.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization.

**U.S Commercial Service, U.S International Trade Administration**, Boston, MA. *Intern*, January 2020 - April 2020

- Conducted market research utilizing federal government databases. Presented findings directly to clients during meetings.
- Directed telephone and email inquiries from exporters regarding trade requirements and regulations.
- Attended meetings with local businesses to assess exporting needs and participating in international trade events.

**Whole Foods Market**, Cambridge, MA. *Trainer and Training Specialist*, September 2018-May 2021

- Oversee trainings for entire store support team, assisted all other departments in compliance trainings and created trainings in support of store goals.
- Maintained communication with regional and other leadership members to manage store trainings and store events.
- Assisted with onboarding of new team members, ensuring process is productive and thorough.

**EDUCATION**

**Simmons University**, Boston, MA.

Bachelor of Arts in Economics, minors in Mathematics and Chemistry, 2020

Senior Thesis: Determinants of Renewable Energy Consumption – A regression model analyzing developed and developing nations

*Resume updated July 2023*