

## Sarah Brooks, Human Resources Associate

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Synapse Energy Economics | 485 Massachusetts Avenue, Suite 3 | Cambridge, MA 02139 | (617) 453-7029  
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### PROFESSIONAL EXPERIENCE

**Synapse Energy Economics Inc.**, Cambridge, MA.

*Human Resources Associate*, November 2022 – Present

- Manage and monitor the onboarding and offboarding processes
- Support the recruitment and interviewing processes as a member of the Hiring Team
- Administer healthcare and benefit programs
- Support the development, rollout, compliance, and communication of employment policies and procedures
- Facilitate performance review processes
- Coordinates training programming

*Communications Associate*, March 2021 – November 2022

- Coordinated development of new company website
- Supported external communication efforts via social media management, newsletter updates, and website maintenance
- Contributed to internal communications through staff newsletters and content coordination
- Produced the Energy Nerd Show

**Sundaily LLC**, Cambridge, MA. *Communications Consultant and Head of Community & Partnerships*, April 2019 - Oct 2019 and Jan 2020 – Aug 2020

- Managed brand's social marketing and digital presence
- Led industry partnership initiatives including monthly digital collaborations

**Massachusetts Clean Energy Center**, Boston, MA. *Clean Technology & Energy Innovation Fellow*, June 2019-December 2019

- Facilitated deliverable review process for clean technology grantees including the AmplifyMass, Catalyst, and InnovateMass programs
- Served as first point of contact for grantee communications including project progress updates, contract amendments, and invoicing
- Generated grant application recommendation reports on behalf of the Technology Development team

**Sierra Club**, Denver, CO. *Digital Communications Fellow*, January 2017 – July 2017

- Maintained Chapter's social media presence and blog
- Produced creative assets including articles, data visualization assets, and photography

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**Social Science Environmental Health Research Institute**, Northeastern University - Boston, MA. *Research Assistant*, May 2016 – August 2016

- Supported Dr. Sara Wylie’s team in producing low-cost hydrogen sulfide detection devices for citizen science applications in oil and gas producing communities

## **EDUCATION**

**Northeastern University**, Boston, MA.

Bachelor of Arts in Environmental Studies and International Affairs, minors in Global Social Entrepreneurship and Photojournalism, 2020