

Sarah Brooks, Human Resources Lead

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 Lead, April 2024 – Present

Human Resources Associate, November 2022 – April 2024

- 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

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

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