

## Erin Ash, Operations Lead

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Synapse Energy Economics | 485 Massachusetts Avenue, Suite 2 | Cambridge, MA 02139 | 617 453-7061  
eash@synapse-energy.com

### PROFESSIONAL EXPERIENCE

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

- 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

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**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 dated September 2016*