

Emma Nour Belabbes, Executive Assistant

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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