

Caitlin Odom, Research Associate

Synapse Energy Economics | 485 Massachusetts Avenue, Suite 2 | Cambridge, MA 02139
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PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA. *Research Associate*, May 2019 – Present

- Conducts research and provides consulting on energy sector issues

Massachusetts Clean Energy Center, Boston, MA. *Emerging Markets Fellow*, July 2018 – December 2018

- Supported techno-economic and engineering project design for 32 energy storage-related projects
- Managed changing project plans and timelines for team of four permanent staff
- Prepared memorandums, data visualizations, and presentations on behalf of team
- Led coordination of extensive communication with 28 external project grantees and 20+ other industry stakeholders
- Filled roles of Project Administrator and Project Manager during staff transition and assisted onboarding new staff in these roles

Massachusetts Women’s Political Caucus, Boston, MA. *Research Intern*, January 2018 – May 2018

- Researched upcoming Massachusetts legislation, major donors, award nominees, and political candidates
- Designed and built the framework of an operational database of all elected women in Massachusetts
- Wrote grant applications for funding of special programs to support women in politics
- Conducted candidate field research and coordinated volunteer efforts

Cetrulo LLP, Boston, MA. *Litigation Assistant*, July 2017 – December 2017

- Provided administrative support for five lawyers and seven paralegals for a national coordinating counsel
- Reviewed and organized legal documents including pleadings, motions, contracts, discovery requests, and settlement documentation
- Responsible for organizing and summarizing all incoming mail
- Drafted and sent weekly updates to all local counsel to notify of new lawsuits

Loaves and Fishes Ministries, Macon, GA. *Volunteer Administrative Assistant*, May 2016 – August 2016

- Educated homeless and indigent residents on procedures to obtain state identification cards and birth certificates, which are required to apply for jobs and housing; empowered 100+ residents to make positive changes and gain independence

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- Recorded client information to streamline intake process, enabling staff to allocate more time and resources to serving clients
 - Facilitated payment of federal and other grants to clients by writing, copying, and distributing checks

EDUCATION

Northeastern University, Boston, MA
BS in Political Science and Economics, 2019

SKILLS

Excel, Tableau, CRM, Fluxx

PUBLICATIONS

Knight, P., E. Camp, C. Odom, E. Malone, M. Whited, J. Hall. 2019. *Exploring Equity in Residential Solar: A preliminary examination of who is installing solar in the Commonwealth of Massachusetts*. Synapse Energy Economics.

Resume dated July 2019