

Michelle Predi, Proposal Coordinator

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PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA. *Proposal Coordinator*, September 2020 – Present

- Facilitate business development by shepherding opportunities through the proposal process from feasibility assessment through contracting.
- Edit Synapse reports, presentations, and workproducts to ensure all final deliverables are accurate, clear, concise, written in plain language, and free of typographical and grammatical errors.
- Support communications team with in-house desktop publishing and design.

Massachusetts Attorney General's Office, Boston, MA. *Paralegal – Environmental Protection Division*, October 2016 – August 2020

- Developed, copyedited, and formatted division-specific marketing materials, including web pages and press releases.
- Researched legal and scientific aspects of environmental issues, including climate change and Massachusetts' energy markets, to inform attorney workproducts.
- Translated complex data sets into clear and concise reports, factsheets, data visualizations, and presentations.
- Proofread, cite-checked, and formatted legal documents, ensuring they all met court standards and specifications.

Industrial Economics, Inc., Cambridge, MA. *Environmental Research Analyst*, July 2015 – October 2016

- Conducted program evaluations for Federal, State, and private entities.
- Drafted case studies, factsheets, research reports, and presentations summarizing evaluation findings.
- Coordinated, took notes on, and conducted interviews with program staff and technical experts, with the aim of synthesizing program outputs for annual reporting.

Questrom School of Business at Boston University, Boston, MA. *Undergraduate Teaching Assistant of Business, Society, & Ethics*, September 2014 – May 2015

- Taught and organized weekly Business Ethics classes on Corporate Social Responsibility.
- Advised students on final team presentations. Taught verbal and written communication skills.

Executive Office of Energy and Environmental Affairs, Boston, MA. *Intern – Environmental Analyst*, May 2014 – August 2014

- Benchmarked efficacy of MA Clean Energy and Climate Plan for 2020 by analyzing macro-data sets.
- Published findings online with visual aids, ensuring results were easy to access and understand.

United States Department of Energy/Boston University, Grand Rapids, MN/Boston, MA. *Research Assistant*, May 2014 – August 2014

- Aided field research on: “Effects of Experimental Warming and Elevated CO2 on Trace Gas Emissions from a Northern Minnesota Black Spruce Peatland.”
- Conducted Independent Research and presented findings at Boston University Undergraduate Research Symposium: “Literary Review of the UK’s Market Approach to Wetland Reclamation”.

EDUCATION

Boston University, Boston, MA.

Bachelor of Arts in Environmental Analysis & Policy, minor in Sustainable Energy, 2015