

## Karina Wen, Operations Assistant

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Synapse Energy Economics | 485 Massachusetts Avenue, Suite 3 | Cambridge, MA 02139 | 617-453-7020  
kwen@synapse-energy.com

### PROFESSIONAL EXPERIENCE

**Synapse Energy Economics Inc.**, Cambridge, MA. *Operations Assistant*, May 2020 – Present

- Assists the Synapse Operations Team with office needs, administrative tasks, and employee support.
- Supports Hiring Team with scheduling, travel arrangements, and other logistics.
- Supports Synapse Finance Team with invoicing, expenses, and other administrative needs.
- Provides data entry, reviews new accounts, builds and generates reports and dashboards, adjusts settings, and provides other administrative support to customize Synapse's Salesforce platform.

**Brandeis University Academic Services**, Waltham, MA. *Office Assistant*, January 2018 – May 2020

- Assisted Senior Department Coordinators in facilitating departmental operations.
- Created flyers and displays, maintained filing systems, provided customer services.

**McCarter Theatre Center**, Princeton, NJ. *Artistic Intern*, Summer 2019

- Evaluated script submissions; assisted in inventory and digitization of documents.

**Mel O'Drama School of Acting**, Quincy, MA. *Choreographer*, February 2019

- Led programs for students aged 7-12. Created and led choreography for performances.

**North Shore Music Theatre**, Beverly, MA. *Assistant Teacher*, Winter 2017

- Assisted instructor in demonstrating warm-ups and choreography for students age 7-12.
- Choreographed performances and taught tap dance.

**Institute for Learning and Development**, Lexington, MA. *Office Assistant*, 2013 – 2016

- Assisted office manager, greeted clients, and provided administrative support.

### EDUCATION

**Brandeis University**, Waltham, MA

B.A. in Theatre Arts, and Women's, Gender, & Sexuality Studies, May 2020. *Summa Cum Laude*.

*Awards: Humanities Fellowship, Esther Kartiganer Prize for Social Activism and Academic Excellence, Dr. Joseph Garrison Parker Prize*

### SKILLS

Video/photo editing, copyediting, Microsoft Office Suite, Tessitura, ArtsVision. Proficient in French.