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## Sustainability Coordinator Resume

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### Job Objective

To secure the position of Sustainability Coordinator that will allow me to utilize acquired skills and experience.

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### Work Experience:

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Sustainability Coordinator, August 2005 – Present  
Dewberry, Athens, GA

- Coordinated and promoted the effectiveness of current sustainability initiatives and emerging efforts within the operations and service units.
- Collaborated with the Sustainability Director to support the development and implementation of a comprehensive long-term plan.
- Supervised sustainability initiatives across support operations and services and the development and implementation of annual sustainability planning priorities.
- Assisted University Services departments in integrating concepts of sustainability into their operations, policies, procedures, financial and decision making structures.
- Identified new programs, initiatives and opportunities for strengthening sustainability in campus operations.

Sustainability Coordinator, May 2000 – July 2005  
University of Richmond, Athens, GA

- Worked with student groups to enhance student involvement in campus sustainability programs and initiatives.
  - Organized and supported implementation of events and other educational opportunities on campus.
  - Identified and adapted sustainability best practices from other universities, corporations and government.
  - Prepared long and short-term strategic plans recommending policy needed to advance sustainability initiatives.
  - Increased awareness of sustainability initiatives via various media.
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### Summary of Qualifications:

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- Profound knowledge of sustainability concepts and best practices
  - Uncommon ability to create and manage benchmarking processes
  - Exceptional ability to complete projects on time and on budget and report on status and progress
  - Immense ability to lead and facilitate change within a large, dynamic organization
  - Proficient with office productivity software (MS Word, Excel), publishing, graphic design applications and database
  - Profound ability to lead effective cross-functional teams and build consensus
  - Excellent oral and written communication skills (including public speaking skills)
  - Proven leadership skills, strong analytic and strategic planning skills
  - Ability to understand and synthesize diverse research and outreach initiatives
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### Education:

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Bachelor's Degree in Environmental Science, Saint Michael's College, Vermont, VT

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