
Sustainability Officer Resume

Job Objective

Seeking employment as a Sustainability Officer in a position with an established organization.

Highlights of Qualifications:

- Remarkable experience in Sustainability Services and Energy Management
 - Huge knowledge of sustainability, city planning, climate, transportation, and energy policy
 - Deep knowledge of commercial real estate market
 - Ability to investigative research via phone and online
 - Ability to write memos, agendas, summaries, and instructions
 - Ability to recognize and diagnose energy related operational problems
 - Ability to coordinate in strategic planning
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Professional Experience:

Sustainability Officer
EMC Corporation, Rapid City, SD
August 2005 – Present

- Administered Sales Department and developed the department.
- Managed achievement of direct sales revenue goals.
- Established new customers and managed sales growth and customer satisfaction.
- Carried out sales presentations and demonstrations.
- Supervised recruiting of professional sales team.

Sustainability Officer
Florida Municipal Power Agency, Rapid City, SD
May 2000 – July 2005

- Outlined city departments' current sustainability services.
 - Established policy and strategic performance plan.
 - Enforced marketing and educational programs.
 - Corresponded about activities with departments.
 - Carried out forecasting and cost analysis.
 - Imparted oversight and direction of research.
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Education:

Bachelor's Degree in Finance
Greensboro College, Greensboro, NC

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