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## Sustainability Officer Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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

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