

GREEN LAW BRENNIE

(805) 123-4567 | brennie@bren.ucsb.edu | LinkedIn ([hyperlink this](#)) | Santa Barbara, CA

EDUCATION

Master of Environmental Science and Management (Expected June 2010)

Economics and Politics of the Environment Specialization

Bren School of Environmental Science & Management – University of California, Santa Barbara (UCSB)

Leadership: Co-Chair, Bren School Sustainability Committee; Graduate Student Association Representative

Professional Affiliations: Natural Resources Defense Council (NRDC), Environmental Defense Fund (EDF)

Bachelor of Arts in Political Science, Cum Laude (December 2007)

Environmental Studies Minor

University of California, San Diego (UCSD)

Honors & Involvement: Thurgood Marshall College Provost Honor Roll (2005–2007), Delta Gamma Panhellenic Sorority – Epsilon Iota Chapter (10/05–6/06)

Senior Seminar in Environmental Studies: Future of Life – Discussed environmental issues and analyzed environmental publications and literature with group of 5-7 students and Dr. David Woodruff, founding Chair of the Ecology, Behavior & Evolution Department at UCSD (9/06–12/06)

ENVIRONMENTAL POLICY, ECONOMICS, & LAW COURSEWORK

Master's-Level: Environmental Politics and Policy Making; Economics of Environmental Management; Environmental Institutions: Rights, Rules, and Decision-Making Systems; Law of Coastal Zone Management; Law of Environmental Management (Spring 2009); Environmental Law & Policy (Spring 2009)

Undergraduate: Global Environmental Politics; Comparative Environmental Politics; Economics of Ocean Resources; Economics of the Environment; Economic Theories/Political Behavior; Environmental Law; Sociology of the Environment; California Government & Politics

PROFESSIONAL EXPERIENCE

Office Manager (7/06–7/08)

Signature Endodontics, San Clemente, CA

- Oversaw all aspects of daily operations including scheduling of patient appointments, marketing, coordinating treatment, and ensuring compliance with state and federal codes
- Increased quarterly production by 20% and monthly collections by 30%
- Managed insurance claim filling, collection, and billing, proactively completing paperwork without needing direction and regularly submitting paperwork well in advance of deadlines
- Wrote 10-page employee handbook used for general reference and training of 10+ other office staff
- Trained 3 new personnel using strong leadership and teaching skills
- Maintained friendly and courteous attitude during interactions with fearful and/or nervous patients
- Contributed to design and content of office brochure used for marketing and informational purposes

Assistant Office Manager (2/02–12/04)

Catalina Explorer, Dana Point, CA

- Managed financial collections, receipts, and daily totaling and accounting of \$5,000-\$10,000 in daily sales
- Oversaw and organized employee payroll processing for 20+ employees across two offices in separate locations to ensure timely and completed payments
- Performed office and managerial tasks including employee scheduling via Google calendar for a staff of 20+ and ordered supplies to maintain a proper and productive work environment

SKILLS & INVOLVEMENT

Computer: Microsoft Office Suite (Word, Excel, PowerPoint), RStudio, Constant Contact, Google Suite

Writing: Experience writing professional manuals, informational brochures, and political science research papers

Community Involvement: Participated in 10 beach clean ups in Dana Point, San Diego, and Santa Barbara, CA