

# HANNAH JACKSON

## OBJECTIVE

To become a key asset to a company working towards a more sustainable world. To offer my willingness to learn new trades and techniques in order to help further the development of a more efficient use of our natural resources.

## EXPERIENCE

### **ENERGY AUDITOR/OFFICE MANAGER/CARPENTER'S HELPER**

#### **NEW LEAF DESIGN, LLC HINESBURG, VT SPRING 2011-PRESENT**

Responsible for scheduling and performing all energy audits and writing corresponding audit reports. Responsible for daily office operations and bookkeeping. Occasional carpenter's helper on residential construction jobs.

### **GREEN BUILDING DEPARTMENT MANAGER**

#### **ELLIE'S ECO HOME STORE BOULDER, CO 2008-2009**

Managed three direct reports within the department and up to five others when manager on duty. Responsible for research and procurement of new building materials, paints and energy conservation products for store and for maintaining inventory for all products within those departments. Responsible for maintaining all vendor relations within the building supply and energy conservation departments, which meant consistent communication with regards new products, customer orders and billing.

### **GREEN BUILDING SALES ASSOCIATE**

#### **ECO-PRODUCTS, INC. BOULDER, CO 2006-2008**

Responsible for communicating with contractors, architects and homeowners on various environmentally-friendly building materials and building practices. Responsible for creating a customer's order, placing product orders with appropriate vendors, and communicating with the warehouse personnel as to when/where the customer was to take possession of the order.

## EDUCATION

St. Lawrence University, Canton, NY — B.A. in Environmental Studies and Fine Arts, 2006

ECOSA Institute, Prescott, AZ — Ecological Design Semester, Spring 2005

*Studied design principles in architecture, landscapes and in theory for creating more sustainable environments and buildings.*

St. Lawrence University Semester Abroad, Nairobi, KENYA — Spring 2004

*Primary focus on environmental issues pertaining to Kenyan habitats and native cultures.*

## CERTIFICATIONS AND SKILLS

**BUILDING PERFORMANCE INST - ENVELOPE & BUILDING ANALYST CERTIFIED** Spring 2012

**GREEN ADVANTAGE CERTIFIED** Fall 2009

*A green building environmental certification program for practitioners to prove their knowledge about green building techniques and approaches in regard to energy efficiency and sustainable design.*

Proficient at both Microsoft Office and Apple applications.

Beginner-Intermediate Spanish speaking level.

## REFERRALS

Gladly furnished upon request.