Chronological resume sample for alumni and graduate students with several years of experience

***Sample prepared by the School of Environment and Natural Resources Career Development Office at The Ohio State University***

Betty Buckeye

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***“Creative Sustainability Specialist who brings expertise to program evaluations, innovates new solutions, and delivers better design to build strong communities and economic savings”***

Professional Summary

* Critical thinker who enjoys diving into challenging problems and finding solutions with the ability to deliver results that make a difference.
* Accomplished program manager in the energy sector leading energy efficiency and renewable energy projects valued at over $2 million dollars.
* Innovative outreach communicator with the ability to champion creative new endeavors and leverage support for strong communities in the areas of energy efficiency and sustainability. Skilled researcher able to craft marketing campaigns for a wide variety of clients, customers and programs.

Experience

**EnergyStar**

| Columbus, OH

Program Manager *February**2015* – *Present*

* Managed and championed a team of 10 direct reports that oversaw a $1 million dollar contract for CBA Ohio Commercial/Industrial Energy Efficiency Programs: Business Outreach. Exceeded forecasted profits by more than 15%.
* Rapidly built and cultivated an extraordinary level of talent that achieved and exceeded first year savings goals of 190 gigawatt hours. Indirectly managed 8 engineers who conducted building modeling reviews and third party evaluations of programs.
* Built infrastructure for new programs, including the Business Outreach program.
* Created and enhanced materials to promote the energy efficiency technologies and programs to over 800 trade allies and 180,000 commercial and industrial customers.

**EnergyStar and Ecosystems Company**

| Boston, MA

Manager, *October 2014 – February 2015*

Program Operations Manager *October 2013 – October 2014*

* Managed a team of 3 direct reports that oversaw a network of participating over 150 trade allies in the energy efficiency residential programs: total contracts: $20 million.
* Achieved savings goals to install 6,000 high efficiency heating systems in residential homes.
* Developed technical reports including client and internal reports, policies and procedures, program operations, audit reports, quality control/quality assurance process, and trade ally management plans.
* Remained current on federal and state energy policies, emerging technologies, and best practices as they relate to residential energy efficiency. **Environmental Management Inc.** | Dublin, Ohio

Education

**The Ohio State University**

***Bachelor of Science in Environment and Natural Resources, June 2012*Environmental Science** Specialization in energy efficiency, renewable energy, sustainability, and land restoration

Knowledge, Skills and Abilities

* Energy related federal and state policies and mandates: NEPA, NFPA 54, Renewable Portfolio Standard
* Building codes: ASHREA 90.1-2007, IECC 2009
* Building performance software: US EPA’s Portfolio Manager, DOE EQuest
* Building certification opportunities: *ENERGY STAR*®, LEED

*References available upon request*