

JENNIFER THEODORE

EDUCATION

Master of Science, Natural Resources Science and Management,
University of Minnesota, Saint Paul, MN, August 2013.

Bachelor of Arts, Art History, Oberlin College, Oberlin, OH, May 2003.

PROFESSIONAL EXPERIENCE

Environmental Specialist, Minnesota Pollution Control Agency, Saint Paul, MN.
May 2019- Present.

- Aid business compliance with state and federal environmental rules, covering air, land, and water.
- Create compliance resources such as factsheets, pollution prevention template, compliance calendars, decision tool, and online training. Engage partners outside agency to enhance resources and promote pollution prevention opportunities.
- Coordinate with team members and staff across the agency on proactive outreach via direct mailings, survey, and articles in trade magazine.
- Provide guidance on air emission calculations for a variety of industrial sectors.
- Act as subject matter expert on reducing refrigerant emissions; draft request for proposals for refrigeration projects, evaluate grant applications, manage grantee projects, and report benefits. Develop technical assistance resources for refrigeration management.
- Project manager and evaluation team member for improving air quality grants.

Environmental Protection Tech, Hennepin County Environment and Energy Department,
Minneapolis, MN. Jan 2015- May 2019.

- Conducted 200+ hazardous waste generator inspections a year; identified violations, wrote compliance orders and reviewed responses to orders. Communicated technical and regulatory information to ensure generators remained in compliance.
- Assisted hazardous waste generators with applying for hazardous waste licenses and processed applications. Updated application materials and developed online training.
- Participated in enforcement forums and examined cases to determine whether enforcement was necessary.
- Reviewed waste management plans during license renewal period.
- Served on Meeting Coordination Committee to plan department meeting topics/annual retreat and on Social Inclusivity and Outreach Team.

Gardener, Highland Nursery, Saint Paul, MN. May 2012- Dec 2014.

- Responsible for keeping stock in prime condition, including annuals, perennials, shrubs and trees.
- Organized nursery beds and workspaces; maintained boulevard gardens; recorded inventory.
- Provided customer service by answering questions regarding plant care and garden design.

Graduate Research Assistant, University of Minnesota, Institute on the Environment, NorthStar Initiative for Sustainable Enterprise, Saint Paul, MN. Sept 2010-June 2011.

- Project-managed the design, implementation and data analysis phases of a university-sponsored study on the importance of time-availability and income to household consumption and life satisfaction.
- Conducted a literature review to inform survey questions and collaborated with staff to write an online survey for 9,000+ state government employees. Wrote and edited the survey, consent forms, invitations and reminder letters.
- Coordinated data collection efforts with research assistants and directed an external survey administrator.
- Completed Human Subjects Research application; planned procedures to obtain informed consent, maintain subject confidentiality and manage data.
- Acted as point of contact for survey population and communicated with government agencies to explain research study and request employee contact information.
- Analyzed data using Statistical Product and Service Solutions (SPSS) 19.

Research Assistant, Rebuild Resources/Center for Urban and Regional Affairs, Saint Paul, MN. June 2010-Sept 2010.

- Worked independently to assess the manufacturing and screen printing departments to identify waste-reduction opportunities; collected and analyzed energy consumption data, reviewed environmental literature on the garment industry, researched environmental hazards and sustainable suppliers.
- Wrote a report that provided recommendations to reduce energy use, make chemical substitutions and incorporate new suppliers, while factoring in payback periods.
- Worked with the company president and facilities, sales and production departments to quickly learn the technical and business aspects of operations and to discuss how to advance company environmental sustainability.
- Engaged external agencies for free technical and financial assistance; located a funding opportunity to make an energy efficiency upgrade.

Visitor Center Assistant, Green Spring Gardens, Alexandria, VA. May 2007-Aug 2009.

- Coordinated most aspects of volunteer program; acted as point of contact for potential and current volunteers, placed volunteers in appropriate positions, supervised and trained front desk volunteers, assisted in planning appreciation events on the site, county and greater Washington, DC area levels, maintained volunteer database, recorded volunteer hours, wrote quarterly newsletter.
- Maintained Friends of Green Spring database of 1,400+ donors, reconciled donation and membership issues, sent welcome, renewal and thank you letters, prepared quarterly calendar and newsletter mailings.
- Oversaw day-to-day operations at the Visitor Center; registered class participants, wrote daily sales reports, priced and logged inventory, opened and closed facility.
- Co-wrote procedural memorandum to reduce paper use, increase recycling and set standards for purchasing paper products with recycled content for all Fairfax County agencies.

Environmental Educator, CAC AmeriCorps, Knoxville, TN. Aug 2005-Jul 2006.

- Provided on-site technical assistance for recycling and composting programs at four public schools. Trained and coordinated 1,000 volunteers to implement school composting, recycling and gardening programs.
- Created lesson plans and gave over 200 presentations to educate elementary and middle school students on the importance of composting, reduce/reuse/recycle, sustainable gardening and other ecology topics. Developed educational program by engaging afterschool and daycare programs.
- Effectively promoted participation in solid waste management programs. Designed media to communicate about waste management practices and established relationships with staff, faculty and administration to plan projects.

POSTER PRESENTATIONS & SCHOLARSHIPS

Work-Time Reduction and Its Implications for Reducing the Environmental Burden of Household Consumption, Behavior, Energy and Climate Change Conference, December 2011, Washington, D.C.

A Matter of Time: Work-Time Reduction and Its Implications for Reducing the Environmental Burden of Household Consumption, NorthStar Initiative for Sustainable Enterprise Conference, June 2011, Saint Paul, MN

Scholarship recipient, American Council for an Energy Efficient Economy, Summer Study on Energy Efficiency in Buildings, August 2010, Pacific Grove, CA