

JEANNETTE SUTTON

Lafayette, Colorado 80026

jspin730@msn.com

EXPERIENCE

City and County of Denver: - Social Marketing Program Administrator, Department of Environmental Health, Denver, Colorado (2007- present)

- Developed step-by-step social marketing process for behavior based environmental impacts
- Create and manage pilot projects to minimize greenhouse gas emissions and impacts to water quality in Denver, budgets ranging from \$0-\$20,000+, results available upon request
- Provide training and consultation services for fellow City and County employees, Denver non-profits, and educational institutions on social marketing
- Guest lecturer at University of Colorado, Denver
- Created partnerships to continue programs developed by pilots

Newmont Mining Corporation - Community Relations and Development Analyst (2007) Environmental and Social Responsibility (ESR) Department, Denver, Colorado

- Developed a community reporting management system for improved policy decision making
- Coordinated the collection and analysis of corporate ESR sustainability data for 21 global mine operations
- Ensured that the focus of sustainability reporting was in compliance with internal and external reporting commitments and mechanisms
- Collaborated with multi-cultural global personnel to verify accuracy, materiality and results sustainability data
- Generated reports based on the data, the collection process, and recommendations for continuous improvement

Newmont Mining Corporation - Environmental Intern (2006) Environmental and Social Responsibility (ESR) Department, Denver, Colorado

- Analyzed closure and reclamation planning via a baseline study of Life of Mine (LOM) financial indicators
 - Created mathematical forecasting tools to improve LOM estimates
 - Recommended priority areas to better manage closure and reclamation sustainability reporting
- Analyzed global sustainable development and social responsibility policies in order to recommend programs to improve mine closure planning
- Assisted on ESR initiatives within the strategic Newmont Capital Process Redesign project

Colorado Department of Public Health and Environment (CDPHE) - Sustainability Intern (2005) Sustainability Division, Denver, Colorado

- Collected and analyzed baseline data for environmental impact indicators such as: greenhouse gasses, energy consumption, land fill diversion rates and more
- Facilitated multi-party communications to assist in an energy audit for the leased campus
- Assisted in development of the CDPHE's environmental management system performance measures and training programs
- Analyzed ISO 14001 standards in order to format the CDPHE's evolving environmental management system after ISO 14001:2004 standards
- Collaborated with the fleet auditing team to increase the fuel efficiency for the CDPHE fleet

Escapades Enterprises Inc. - Program Manager (2000 - 2004)

Park City, Utah

- Coordinated various sized (10 - 400 people) meetings, conferences and events often concurrently
- Coordinated transportation and accommodations for hundreds of people during the 2002 Winter Olympics and annual Sundance Film Festivals (2000-2004)
- Developed and coordinated logistics for sixteen employees

- Promoted the company and Utah travel as a guest writer for the Park Record Newspaper
- Established and maintained excellent business relationships with vendors and city officials
- Negotiated and wrote effective contracts with vendors and clients

ENTREPRENEURIAL EXPERIENCE

Wasatch "Weeders", Founder- Operator (1998 - 2004)

Park City, Utah

- Created and managed a successful residential garden maintenance business
- Assessed the needs of clients, maintained current billing status and maintained return clients
- Maintained an environment ethic through the use of xeric plants and chemical alternatives
- Hired, trained and managed a staff of six

EDUCATION

Environmental Communication for Behavior Change- Environmental Leadership Program- (Spring 2008)

Duke University, on-line, grade "A"

Professional Master of Science and Technology- Environmental Science and Business Management (May 2006)

University of Utah, Salt Lake City, Utah GPA 3.96

Bachelor of Arts- Government and Environmental Studies (1995)

St. Lawrence University, Canton, New York

Semester Abroad: Nairobi, Kenya (1992)

SKILLS

Computer: Proficient in Hyperion Essbase Database, Microsoft Office products including Word, Excel, PowerPoint, Visio and Access. Working knowledge of Stella modeling software

Professional: intuitive, extroverted, highly organized, analytical, excellent written and verbal communication skills, trustworthy, loyal, team oriented yet independent thinker and worker

MEMBERSHIPS

WRAC: Lafayette Waste Reduction Action Committee (4 year term, 2006 - 2010)

RELEVANT TRAINING

Hyperion Essbase Database Analytics Training: A Financial Management Tool (2006)

Colorado Department of Public Health and Environment: Environmental Friendly Purchasing (2005)

PEER Center Seminar: Environmental Management Systems for Municipalities (2005)

Park City Leadership Program: Park City Municipal Corporation (2002 - 2003)

PRESENTATIONS

Social Marketing 101: University of Colorado (2008)

Social Marketing for PIO's: DRCOG (2008)

EMS Implementation: An analysis of the Colorado Department of Public Health and Environment's status. University of Utah (2005)