

Desirée Thorp

Denver CO 80211

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SUMMARY OF Qualifications

- Excellent writing and presentation skills.
- Able to critically analyze policy and scientific research.
- Creative problem-solver committed to sustainable solutions to today's problems.
- Proficient in Microsoft Word, Excel, Project, PowerPoint, SPSS, and SAS.
- Experience managing and completing complex projects.
- Fluent in Italian, intermediate Spanish and beginner Japanese.

Education

Graduate School of International Studies, University of Denver June 2007

M.A. Int'l Development, concentrations: environment, int'l organizations GPA: 3.90

- **Honors:** GSIS Departmental Scholarship Recipient, 2006-2007, Jane Page Scholarship Recipient, 2005-2006.
- **Relevant Coursework:** Politics of Development, International Project Management and Analysis, Global Water Resources, and Statistics I-III.

College of Liberal Arts, University of Minnesota June 2001

B.A. Italian Studies GPA: 3.54

- **Honors:** Post-graduate Scholarship Recipient for Italian-American documentary.
- **Study Abroad Program** in Milan, Italy, at the International Education of Students from September 1997 to July 1998.

Experience

Institute for Environmental Solutions, Denver, CO May 2006 – present

Research Associate, The Tree Project

- Managed, planned, organized and implemented scientific research projects.
- Conducted original research and designed the energy analysis.
- Utilized DesignBuilder to analyze residential and commercial buildings' energy load calculations and resulting carbon emissions.
- Independently conducted integrated research across disciplines.
- Participated in a team to gather research and develop projects' scope and objectives.
- Presented analyses, results and recommendations, written and orally, to stakeholders.
- Planned, organized and conducted workshops analyzing complex issues.
- Applied analytical techniques and professional judgment to research.
- Conducted research and managed project activities to identify how trees can be used to optimize energy and water conservation, air quality and to mitigate global warming.
- Researched climate change policies.
- Researched tree ordinances and wrote the Colorado Tree Ordinance Guide.
- Wrote and coordinated compilation of the Phase 1 and Phase 2 Reports.
- Researched and wrote a technical tutorial on trees and water use for stakeholders.
- Researched and wrote the Model Municipal Environmental Tree Guidelines.

- Conducted original research, selected an appropriate survey tool, designed a community survey (both hard copy and online versions), organized staff and volunteers to administer the survey for the social analysis and analyzed the data using SPSS, SAS, and Excel.
- Co-wrote a successful funding proposal for collaboration with the City of Golden, Colorado.
- Formulated outreach strategies to diverse stakeholders including government agencies, regional utility providers and industry representatives.
- Tracked Front Range environmental policy, news and regulations.
- Wrote and secured four grant proposals resulting in \$49,000 in contributions.
- Monitored budget allocations and served as liaison to donors.

Intermodal Transportation Institute, Denver, CO

November 2006 – June 2007

Graduate Assistant

- Managed administrative duties for the institute including professional correspondence with board members, students, founding fathers and community members.
- Updated files, spreadsheets and databases.

Office of Internationalization, Denver, CO

November 2004–September 2006

Administrative Assistant to the Vice Provost of Internationalization

- Assisted with proofreading reports and newsletters.
- Supervised student workers, coordinated schedules and delegated tasks.

Blast Express Inc., Englewood, CO

September 2003 – June 2004

Courier/Customer Service Representative

- Answered customer complaints while trouble-shooting deliveries.
- Coordinated between our clients, drivers, and dispatchers.

JET Program, Miyazaki, Japan

August 2002 – August 2003

Assistant Language Teacher

- Worked with Japanese teachers to conduct English lessons for students.
- Collaborated with Japanese staff and volunteered at events promoting intercultural exchange.

VOLUNTEER experience

Rocky Mountain JET Alumni Association, Denver, CO

August 2003 – present

Former President/Board Member

- Maintained member database.
- Organized community outreach events and volunteered for local Japanese cultural activities.

Sustainable International Development Institute, Denver, CO

February 2006 – June 2007

Programs Director

- Organized outreach events for students.
- Brainstormed for future possible programs/panels.

Traveled in S. Korea, Viet Nam, Cambodia, Thailand, Mexico, Japan, Italy, & Jamaica