

Jennifer Cowan

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Versatile ~ Professional ~ Motivated

Environmental Scientist

Highly motivated 15-year veteran and team player with unquestionable work ethic and a drive for excellence. Known for dedication and ability to speak confidently in public settings. Strong planning skills; can work independently and in teams with demonstrated ability to identify needs and allocate resources appropriately. Well versed in composing and maintaining reports. Effective problem solver with strong communication skills.

Skills & Expertise

- ~ MS Office Suite
- ~ Leadership/Conflict management skills
- ~ Training & Development
- ~ Project & Program Management
- ~ Organized/Attention to detail
- ~ ArcGIS/Garmin training
- ~ Critical thinking/Decision making
- ~ CPR/First-aid certified
- ~ Airtable expertise
- ~ Versed in Community-Based Social Marketing

Education

University of Colorado, Colorado Springs, CO
Bachelor of Arts in Geography and Environmental Science
Emphasis in Environmental Science
Final GPA: 3.38, Dean's List Spring 2017

Graduation Date:
May 11, 2018

- Vice Chair, UCCS Green Action Fund
 - Authorized \$139,305 student-proposed projects over 5-month period
 - Successfully marketed for renewal of student fee funding for 5 years

Work & Related Experience

Trees 4 Tomorrow Program Manager

Black Forest Together, Inc., Colorado Springs, CO June 2018-Present

- Coordinated the transplant of 1093 healthy trees from unmitigated properties to properties needing reforestation
- Scheduled 93 pre-transplant visits and work days between work crew and property owners
- Performed 7 surveys of donor and recipient properties: determined accessibility, tree location and selection; discussed tree care and suggested placement based on homeowner's needs and terrain
- Maintains electronic and paper records of transplants and client information; converted record system to Airtable to make Trees 4 Tomorrow 92% paperless and reduce the amount of documentation by 1/3
- Created Google map showing rebuilt homes, mitigation sites, tree delivery and donation sites and mitigation sites for Trees 4 Tomorrow website
- Answers phones, directs calls and emails, takes messages
- Functions as data entry clerk for Black Forest Together: created database in Airtable for Trees 4 Tomorrow clients and donors, volunteers and mitigation projects; designed fact sheet for Trees 4 Tomorrow and mitigation efforts based on database statistics

Volunteer Receptionist

Women's Resource Agency, Colorado Springs, CO

September 2018-Present

- Created volunteer tracking form for Operations Manager; created alterations ticket for seamstress that reduced holding times by 1 week
- Created database for Operations Manager to track client use of programs
- Answers phones, directs calls and faxes, takes messages
- Schedules appointments for classes, one-on-one coaching and advocates
- Makes reminder phone calls or emails to clients for appointments, classes and events
- Copies, distributes, files and inspects confidential client paperwork
- Accepts clothing donations and issues tax receipts

Ozone Garden Intern

Office of Sustainability, University of Colorado

June 2017-August 2017

- Established and managed ozone garden, growing bioindicator plants and removing unwanted weeds
- Measured & reported ozone level indications in Colorado Springs, posted data on UCCS Office of Sustainability website and the National Center for Atmospheric Research in Boulder, CO

Volunteer

Association of Graduates, United States Air Force Academy, CO

June 2016-August 2016

- Stocked, received, inventoried and organized merchandise
- Packaged online orders for mailing
- Assisted with merchandise display and sales during USAFA Cadet In processing

Technical Sergeant, Assistant Clinic Manager

United States Air Force, Multiple Locations and Workcenters

January 2001-May 2016

- Supervised and coordinated training for up to 20 technicians of various skill levels in primary and secondary duties
- Edited and approved schedule for up to 20 technicians in support of 52 medical professionals
- Coordinated, conducted and tracked multiple training programs for up to 52 clinic members
- Monitored and tracked \$36K in computer equipment and \$325K in medical equipment
- Taught American Heart Association CPR classes with up to 18 students for 8 years
- Received multiple recognitions for military conduct and patient care