

PORTFOLIO

NICOLELEMMOSAINI.COM

EDUCATION

FLORIDA TECH

MS ENVIRONMENTAL
EDUCATION
2017-2019

DREXEL UNIVERSITY

BS FINANCE &
INTERNATIONAL BUSINESS
1999-2004

SKILLS

WEBSITE DESIGN
SOCIAL MEDIA MANAGEMENT
WORDPRESS
WIX
CANVA
IMOVIE
MAC OS APPLICATIONS
MICROSOFT SUITE
PHOTOSHOP
FLUENT IN THAI

ACCOMPLISHMENTS

• NATIONAL GEOGRAPHIC
CERTIFIED EDUCATOR 2020

2020 CONTINUING EDUCATION

• COMMUNICATING CLIMATE
CHANGE & HEALTH
• NNOCCI CLIMATE
INTERPRETATION COURSE

PROFILE

Environmental educator and communicator with strong managerial and organizational skills seeking a position in climate change communication. Over eight years of experience including environmental education content development and implementation, website design, ecotourism and business development at an international level. Strong organization skills and attention to detail with an ability to collaborate and prioritize tasks.

PROFESSIONAL EXPERIENCE

ENVIRONMENTAL EDUCATOR

ENVIRONMENTAL LEARNING CENTER | FLORIDA | 2019 - PRESENT
(PART-TIME REMOTE AS OF JUNE 2020)

- Social media manager: develop and implement social media strategy, creating content and graphics for up to 15 posts per week that focus on environmental education and organization's offerings
- Website manager: updated and organized website to increase traffic by 74% year to date
- Content Developer: create monthly newsletter sent to over 6,000 emails, focusing on program offerings and educational content; increased click rate by 3-5%
- Environmental Educator: Develop, coordinate and implement 5 environmental education programs and workshops with education team focused on environmental science, climate change, and citizen science
- Evaluation & Assessment: Implemented organization wide research and analysis of program performance and audience interests to guide new program development increase efficiency
- Event Coordinator: Coordinate special events, including the primary environmental event in collaboration with over 14 partner organizations and vendors, that attracted over 1,200 participants to raise awareness and increase engagement

EXPERIENCE CONTINUED

FREELANCE WEB DESIGN & BUSINESS ORGANIZATION | 2017 - PRESENT

(CURRENTLY PART-TIME REMOTE)

- Website & Content manager: Create intuitive and appealing WordPress websites to increase public engagement and provide social media marketing, client outreach newsletters, and grant writing services
- Business Organization: Advise non-profits on enhancing and organizing client relations, business and administrative operations

OPERATIONS DIRECTOR

IN TOUCH WITH NATURE EDUCATION | THAILAND | 2015-2018

- Business Organization: Developed excel based systems for tracking 25 clients, trip management and accounting
- Website Design: updated existing website to increase traffic and clarity of offerings
- Environmental Educator: Delivered programming to international school K-12 student groups on environmental and cultural education trips throughout Southeast Asia in coordination with a multi-cultural team of 10 staff

MANAGING DIRECTOR

ANDAMAN DISCOVERES | THAILAND | 2012-2015

- Website Design & Content Development: managed website updates and quarterly newsletter for company and non-profit school for migrant children
- Experience Developer: Created and implemented 20 diverse tailored travel itineraries and service learning programs working alongside local communities and vendors, and international school clients
- Business Organization: Developed client booking system, marketing and communications protocol to streamline processes and enhance execution of company mission and vision

COMMUNITY BASED ORGANIZATIONAL DEVELOPMENT VOLUNTEER

US PEACE CORPS | THAILAND | 2010-2012

- Community Development Consultant: Advised local government officials, community leaders, and members on community development projects focused on environmental awareness, youth development, education, and sustainability
- Volunteer Advisor: Member of Project Review Committee that assisted Peace Corps volunteers in project development, seeking appropriate grant funding, budgeting, and grant proposal writing

TRADING & PORTFOLIO MANAGEMENT ASSISTANT

AIG INVESTMENTS | NEW YORK & LONDON | 2004-2009

- Trading Assistant: Supported traders on municipal bond and corporate bond desk
- Portfolio Management Assistant: Supported portfolio manager on European credit desk