

Cherielyn Ferguson

101 Montgomery St. Suite 1600, San Francisco, CA 94104
cherielyn@ethree.com

415.391.5100

ENERGY & ENVIRONMENTAL ECONOMICS, INC. *Project Coordinator*

San Francisco, CA
2007-Present

- Coordinate information for preparation of task sheets and other materials for use in Staff Meetings
- Lead weekly Staff Meetings
- Assist in creation, submission and tracking of proposals in response to Requests for Proposals
- Perform project-related research
- Facilitate office policy decisions by researching issues and summarizing critical information
- Assist partners in calendar and appointment management

HUNTINGTON LEARNING CENTER *Owner Operator*

Pleasanton, CA
May 2006-March 2007

- Oversaw daily operation of learning center with 80 students and 22 full- and part-time staff members
- Conducted daily meetings with staff to address student/staff needs, attendance and financial reports, parent conference status, and any other details pertinent to smooth operation of center
- Conducted monthly teacher meetings to cover seasonal center news, introduction of new curricula, and other matters necessary for teachers to function at the highest level
- Analyzed monthly attendance and financial reports in order to improve center performance
- Maintained curricula supply and ordered all office and learning center supplies
- Managed TV and radio advertising through participation in Ad Coop for HLCs in Bay Area
- Marketed center through school and merchant visits to heighten visibility of Pleasanton HLC
- Created press releases to announce new staff, presentations by center staff, and special events such as January 2007 20th Anniversary Party
- Placed advertising in local magazines and school newsletters
- Scheduled all student tutoring sessions and make-ups using proprietary computer database
- Scheduled teachers each week by coordinating teacher availability with student needs
- Participated in interviewing and hiring of new teachers
- Center sold March 2007

ENERGY & ENVIRONMENTAL ECONOMICS, INC. *Office Manager*

San Francisco, CA
2003-2006

- Provided administrative support to five senior partners and four analysts specializing in energy consulting
- Maintained contracts database, open invoice spreadsheets, healthcare allowance records
- Created correspondence directed to clients and subcontractors
- Coordinated travel arrangements, maintained expense diaries, monitored/ordered office supplies
- Oversaw office equipment contracts

HENDRICKS & PARTNERS
Acting Branch Manager

Oakland, CA
2003

- Provided administrative support to two senior brokers specializing in large apartment sales
- Maintained customer database utilizing specialized H & P programs, and Web research tools
- Maintained branch brokerage files for home office in Phoenix, AZ
- Monitored and ordered office supplies

Education

San Jose State University

M.S., Cybernetic Systems

Thesis title: "San Jose as a regional performing arts center"

San Jose, CA

Santa Clara University

B.A., Theater Arts

Santa Clara, CA

Citizenship

United States