

Paris Atkins

Program Manager, Residential Energy Programs

📞 (608) 555-2841

✉️ paris.atkins@example.com

🌐 linkedin.com/example/parisatkins

📍 Madison, WI 53703

STRENGTHS

- ✔️ **Rebate Quality**
Reviewed complex files and resolved documentation issues with vendors. Teams relied on clear decisions before payment processing.
- ♥️ **Grant Stewardship**
Tracked invoices, forecasts, and scopes against funding rules. Careful records made finance reviews smoother and reporting more credible.
- 👥 **Community Outreach**
Led sessions for residents, contractors, and housing partners. Listening first helped turn technical program details into useful guidance.
- 📈 **Program Analysis**
Built milestone dashboards and evaluation datasets. Leaders gained a clearer view of delivery gaps, risks, and next actions.
- 🔗 **Cross Functional Delivery**
Connected finance, policy, communications, and program teams during process reviews. Shared ownership produced simpler operating controls.

SKILLS

Grant management
Program reporting
Energy efficiency
Building electrification
Rebate processing
Vendor management
Budget tracking Data analysis
Stakeholder engagement
Multifamily housing
Manufactured housing Salesforce

SUMMARY

Residential energy program professional with seven years of experience delivering publicly funded efficiency, electrification, housing, and **building decarbonization** initiatives across government and nonprofit settings. Leads rebate operations, grant administration, vendor oversight, budget tracking, application quality review, payment workflows, federal reporting, and evaluation activities for multifamily and **manufactured housing** communities. Uses Salesforce, Microsoft Office, Google Workspace, Excel, and Google Sheets to connect program requirements with reliable operating controls and clear decisions. Builds practical workflows for contractors, residents, housing partners, and internal teams, while coordinating outreach, workshops, invoices, **scopes of work**, milestones, and closeout documentation. Researches **residential energy** policy and translates findings into planning recommendations. Ready to contribute sound judgment, organized delivery, and respectful stakeholder support within a mission driven energy program.

EXPERIENCE

Senior Residential Energy Program Specialist

Great Lakes Efficiency Collaborative 📅 July 2023 to Present 📍 Madison, WI

Leads operational delivery for **income qualified** efficiency and electrification programs serving multifamily and manufactured housing communities across a multi county service area. Owns rebate file quality, vendor coordination, payment readiness, budgets, evaluation data, federal reporting, outreach, and process improvement.

- Directed **Salesforce** rebate operations for **multifamily** and manufactured housing programs, clearing files for accurate payment processing.
- Resolved vendor eligibility exceptions through documentation reviews, improving application quality and reducing avoidable payment delays.
- Tracked invoices, grant budgets, **contractor costs**, and forecasts against federal award terms and approved scopes of work.
- Built milestone dashboards and evaluation datasets supporting **federal reporting**, annual planning, closeout, and corrective action decisions.
- Coordinated resident, contractor, and housing partner sessions explaining whole building savings, **electrification**, and application requirements.
- Converted recurring vendor and application issues into clearer controls with finance, communications, and policy teams.

Energy Programs Coordinator

Midwest Housing Sustainability Network 📅 June 2021 to June 2023 📍 Milwaukee, WI

Coordinated grant funded residential energy projects for affordable multifamily properties, connecting work plans, contractors, residents, budgets, reporting records, and implementation schedules. Supported program managers with **data analysis**, stakeholder coordination, compliance documentation, outreach, and recommendations for **energy efficiency** and decarbonization delivery.

- Coordinated multifamily energy projects through **work plans**, scopes, schedules, contractor records, and reporting documentation.
- Reconciled invoices and supporting records against federal and foundation budgets before finance review and grant reimbursement.
- Analyzed building and participation data to identify delivery gaps and inform decarbonization program recommendations.
- Managed contractor **communications** covering **deliverables**, site schedules, resident coordination, and documentation standards for compliance reviews.
- Organized workshops with property managers, residents, and community partners on upgrades, electrification, and financial assistance.
- Produced quarterly reports linking **milestones**, spending, participation, and implementation risks through Excel and Google Sheets.

Microsoft Office

Google Workspace Policy research

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

0
MONTHS

Grant and Program Associate

Wisconsin Community Energy Alliance 📅 June 2019 to May 2021 📍 Madison, WI

Supported public and philanthropic grants funding residential weatherization, energy education, and community efficiency projects. Maintained application, payment, expenditure, policy research, outreach, and closeout records that gave program leaders dependable information for funding decisions and reporting.

- Supported public and philanthropic grants for weatherization, energy education, and community efficiency projects.
- Maintained eligibility records, payment files, application materials, and correspondence for consistent program review.
- Created Excel trackers for expenditures, invoices, milestones, and deliverables, giving leaders a consolidated performance view.
- Researched **residential energy policy** and building programs, summarizing findings for planning discussions and funding proposals.
- Coordinated **outreach** with housing organizations and local partners, preparing accessible materials and event logistics.
- Compiled year end data and documentation for funder reports, closeout packages, and lessons learned sessions.

Program Operations Assistant

Green City Resource Center 📅 June 2018 to May 2019 📍 Madison, WI

Supported community energy and sustainability programs through participant records, outreach scheduling, grant documentation, data tracking, research briefs, and stakeholder coordination. Improved access to source records by standardizing shared files and **reporting** templates for recurring reviews.

- Maintained participant records, outreach schedules, and grant documentation for community energy and sustainability programs.
- Verified submitted forms against program criteria, escalating incomplete records before staff review or payment preparation.
- Tracked spending, participation, vendor activity, and milestones in spreadsheets used during monthly operating reviews.
- Prepared research briefs on **energy efficiency**, housing affordability, and clean energy policy for community initiatives.
- Coordinated meeting materials and follow up records for municipal, nonprofit, contractor, and resident stakeholders.
- Standardized shared drive files and reporting templates, improving retrieval during grant reporting and annual review.

PROJECTS

Whole Building Rebate Operations 📅 2026

Coordinated a practical operating model for income qualified multifamily and manufactured housing rebates, connecting application review, vendor resolution, payment readiness, milestone tracking, and federal reporting.

Building Decarbonization Outreach 📅 2024

Developed resident and contractor engagement activities around efficiency upgrades, electrification options, financial assistance, and accessible application guidance for housing partners.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable federal reporting, closeout preparation, and corrective action support.
- Selected to lead cross functional process reviews connecting program, finance, communications, and policy teams.
- Entrusted with recurring vendor, invoice, budget, and application quality decisions across residential energy programs.

EDUCATION

Bachelor of Science in Environmental Science

University of Wisconsin Madison 🎓 GPA: 0 📅 2018 📍 Madison, WI

Coursework: *Energy efficiency, environmental policy, sustainability, data analysis*

CERTIFICATIONS

- Project Management Essentials Certificate 📅 2022
- Grant Management and Reporting Certificate 📅 2023

TECHNICAL SKILLS

- **Program Management:** Work plans, milestones, scopes of work
- **Grant Administration:** Federal grants, foundation grants, closeout packages
- **Rebate Operations:** Application review, payment files, eligibility checks
- **Financial Tracking:** Invoices, budgets, forecasts, expenditure controls
- **Salesforce Operations:** Salesforce records, payment processing, vendor cases
- **Microsoft Office:** Excel, Word, PowerPoint
- **Google Workspace:** Google Sheets, Google Docs, Google Slides
- **Evaluation and Reporting:** Evaluation datasets, federal reporting, data consolidation
- **Energy Programs:** Energy efficiency, electrification, decarbonization
- **Housing Programs:** Multifamily housing, manufactured housing, resident outreach
- **Stakeholder Engagement:** Contractors, housing partners, community organizations
- **Policy Research:** Residential energy policy, legislative research, building policy

PROFESSIONAL AFFILIATIONS

- Residential energy and housing program partner networks supporting affordable multifamily communities.
- Community sustainability and clean energy organizations focused on practical building improvements.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST