

Graeme Hugo

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Professional Objective

Seeking a career which incorporates my interests in environmental conservation and sustainable economic development.

Skills

- Proficient in Spanish
- Advanced knowledge of Microsoft Office Suite
- Well-versed with the statistical software R
- Experienced researcher and problem solver
- Knowledge of Adobe Photoshop and Illustrator
- Windows and Macintosh software expertise

Work Experience

Water Conservation Intern, July 2019 to Present

Santa Clara Valley Water District– San Jose, CA

- Monitor and run the District's water conservation objectives: Landscape Rebate Program, Greywater Rebate Program
- Conduct 5–10 weekly on-site water-use inspections for customer properties in all of Santa Clara County
- Tasked to independently create searchable databases of District files and photographs accessible through specific queries
- Collaborate with District Accounting to issue rebate monies for customer implementation of water-saving technologies

Property Management Intern, June to August 2018

Prometheus Real Estate Group – Santa Clara, CA

- Coordinated lease tours (average 20 tenants per day) and marketing of two apartment properties totaling over 800 units
- Communicated with residents and service technicians to solve property maintenance issues
- Generated and analyzed over 5 different kinds of lease reports/documents on a daily basis
- Managed specialized property management software (OneSite, YieldStar, and Lead2Lease) to maximize property revenues, ensure lease compliance, and improve living standards for 1,300 residents

Student Librarian, March 2017 to Present

Santa Clara University Library – Santa Clara, CA

- Instruct student body and faculty on use of library resources, information technologies, and audio-visual equipment
- Assist with student research and field questions from patrons using the library's online reference service
- Proficient with Library of Congress Classification System and Sierra Library Management software

Line Cook, 2012 to 2017

Spoon Restaurant – Tahoe City, CA

- Promoted from unpaid summer intern (age 13) to paid positions of bus boy, waiter, senior waiter, and line cook
- Performed full-service restaurant duties in a fast-paced kitchen environment
- Trained new employees in proper food preparation, storage, and safety techniques in compliance with Placer County Health & Human Services code

Volunteer Docent, summers and after school 2010 to 2016

Tahoe Science Center – Incline Village, NV

- Conducted LEED Platinum building tours and instructional sessions on Lake Tahoe's environment and ecology
- Led demonstrations and hands on science experiments at annual Children's Science Fairs and community events

Education

Bachelor of Science 2020, Santa Clara University Honors Program, 3.75 GPA

Santa Clara, CA

Double Major: Economics, Environmental Studies; concentration in Green Business

Minors: Spanish, Sustainability

Foreign Study: Fall 2018 Semester in Seville, Spain; all coursework in Spanish

GIS Project: Optimal locations for Photovoltaic Solar Energy in Santa Clara County, 2017

Policy Memo: An Argument for US Corporate Average Fuel Economy Standards

High School Diploma 2016, The Cate School

Carpinteria, CA

Cate School Named Scholar: 2013–2016

Leadership

Eagle Scout, Boy Scouts of America, 2016

Troop 266, Tahoe City, CA

Senior Prefect, Senior Class Senator, Student Faculty Senate, 2014–2016

Cate School, Carpinteria, CA