Emma Nour Belabbes, Project Analyst

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PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA.

Project Analyst, April 2024 – Present

- Responsible for supporting project-based revenue generation by ensuring accurate billing, efficient project setup, and effective contract management.
- Set up new projects in Salesforce and support project managers in navigating the project setup process

- Handles complicated invoicing and creates financial reports to track project profitability, expenses, and budget variances.

Executive Assistant, May 2021 – April 2024

- Provide comprehensive support to CEO and SVP by providing calendar management, troubleshooting office operations, and prioritizing courses of actions.
- Act as a liaison and provide support to the consultants by handling meeting logistics.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization.

U.S Commercial Service, U.S International Trade Administration, Boston, MA. *Intern,* January 2020 - April 2020

- Conducted market research utilizing federal government databases. Presented findings directly to clients during meetings.
- Directed telephone and email inquiries from exporters regarding trade requirements and regulations.
- Attended meetings with local businesses to assess exporting needs and participating in international trade events.

Whole Foods Market, Cambridge, MA. *Trainer and Training Specialist,* September 2018-May 2021

- Oversee trainings for entire store support team, assisted all other departments in compliance trainings and created trainings in support of store goals.
- Maintained communication with regional and other leadership members to manage store trainings and store events.
- Assisted with onboarding of new team members, ensuring process is productive and thorough.

EDUCATION

Simmons University, Boston, MA.
Bachelor of Arts in Economics, minors in Mathematics and Chemistry, 2020
Senior Thesis: Determinants of Renewable Energy Consumption – A regression model analyzing developed and developing nations

Resume updated April 2024