

Hannah Gittleman, Executive Assistant

Synapse Energy Economics | 485 Massachusetts Avenue, Suite 3 | Cambridge, MA 02139 | (617) 453-7020
hgittleman@synapse-energy.com

PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA. *Executive Assistant*, April 2024 - Present

- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization.
- Manage the CEO's calendar, make appointments and resolve scheduling issues.
- Organize and prepare for meetings, assist in the development of presentations.

Fayerweather Street School, Cambridge, MA. *Shop Teacher*, September 1999 - February 2024

- Worked as sole woodshop teacher to grades K-8 at progressive, independent school, teaching mixed age groups using an open curriculum model, and emphasizing creativity and innovation.
- Continually developed new woodshop and design courses for 7th and 8th grade elective program.
- Served on committees including Buildings and Grounds, Alumni Committee, 50th Anniversary Committee, as well as sitting on the Board of Directors for 6 years.
- Was actively involved in developing new, schoolwide, educational and community-building initiatives.

Sperry Product Innovation, Waltham, MA. *Office Manager*, 1997-1998

- Provided general administrative assistance, supporting the CEO with daily tasks as needed.
- Conducted research on existing products, including patent searches.
- Ran ideation sessions for product development teams.

Hampshire College, Amherst, MA. *Assistant Professor of Design*, September 1994- June 1997

- Taught studio courses in woodworking, art and design to students from Hampshire College and other colleges in the 5 College Consortium.
- Developed introductory, intermediate and advanced courses, many with a focus on ideation and problem-solving.
- Acted as advisor to first year students, and participated in and chaired Division I, II and III committees for Hampshire College Students.

EDUCATION

University of Massachusetts, Dartmouth, New Bedford, MA
MFA in Artisanry: Furniture Design, 1993

Graduate Thesis: *Inconvenient Furniture*

Harvard University, Cambridge, MA

AB in Visual and Environmental Studies, Magna Cum Laude, 1987

Resume updated April 2024