

Stanford



Emily Gwynn

Program Coordinator, Energy Science & Engineering

SUPERVISORS

- Sandy Costa

Bio

BIO

Before joining Energy Science and Engineering in February 2020, my previous Stanford experience since March 2016 include, the Dean's Office at the Doerr School of Sustainability, and the Division of Hematology and Oncology, Department of Pediatrics, in the School of Medicine. In the dean's office with the Doerr school, I supported the CTO and other administrative staff. In Pediatric Hem/Onc I supported the division chief and institution principal investigator (PI).

In my current role as program coordinator, my job functions include: website author, event coordinator, financial and administrative support for the following faculty and their research, lab, affiliate groups: Ilenia Battiato (Battiato), Carlos Diaz-Marin (DELTA), Tony Kovscek (SUETRI-A), and Tapan Mukerji (SCERF).

CURRENT ROLE AT STANFORD

Program Coordinator, Energy Science & Engineering, Doerr School of Sustainability

HONORS AND AWARDS

- Sustainability Champion of the Month, Sustainable Stanford (March 2018)

EDUCATION AND CERTIFICATIONS

- BA Degree, San Jose State University , Psychology (2009)
- Digital Literacy Certification, Stanford University , Graduate School of Education (2017)

PROJECTS

- DEI and Accessibility in Digital Spaces - Stanford University

PERSONAL INTERESTS

Outdoor Activities

Sustainability

Health & Wellness

LINKS

- LinkedIn: <https://www.linkedin.com/in/emilygwynn/>
- DEI & Accessibility in Digital Spaces: <https://webcamp.stanford.edu/session/dei-and-accessibility-digital-spaces>

Professional

PROFESSIONAL INTERESTS

Environmental Science
Process Improvement
Training Enhancement
Professional Development

SKILLS AND EXPERTISE

Administrative Operations

- Adobe Creative Suite
- Calendaring - Google
- Calendaring - Outlook
- Canvas
- Drupal
- Event Planning
- Event Planning - Hybrid Events
- Gmail
- Google Docs
- Google Drive
- Google Forms
- Google Sheets
- Google Slides
- Jabber
- Microsoft Excel
- Microsoft Office
- Microsoft PowerPoint
- Microsoft Word
- OneNote
- Oracle Financials Systems
- Order IT
- Organization/Prioritization
- Outlook
- Process Improvement
- Purchasing
- Qualtrics

- Slack
- Smartsheets
- Task Management
- Travel Coordination
- Video Conferencing
- WebEx
- Zoom

Information Technology

- Accessibility
- Content Management
- File Sharing
- Professional Development and Training
- Project Management
- Scheduling
- User Experience (UX)
- Virtualization
- Websites