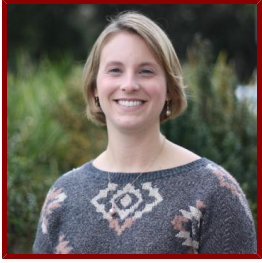# Stanford

Emily Gwynn

Program Coordinator, Energy Science & Engineering

SUPERVISORS

- Sandy Costa

Bio

BIO

Before joining Energy Science & Engineering (ESE) in February 2020 (formerly Energy Resources Engineering), my previous Stanford experience since March 2016 includes, the Dean's Office at the Doerr School of Sustainability, formerly Stanford Earth (SE3), and the Department of Pediatrics, Division of Hematology & Oncology, in the School of Medicine (SoM). In the dean's office I supported the CTO and other administrative staff. In the Division of Hem/Onc, I supported the division chief and institution principal investigator (PI).

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

CURRENT ROLE AT STANFORD

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

HONORS AND AWARDS

- Sustainability Champion of the Month, Cardinal Green Newsletter, 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

- Stanford Doerr: https://earth.stanford.edu/people/emily-gwynn

Professional

PROFESSIONAL INTERESTS

Administrative support

Program Coordination

Environmental Science

SKILLS AND EXPERTISE

Administrative Operations

- Adobe

- 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 PowerPoint

- Microsoft Word

- OneNote

- Oracle Financials Systems

- Order IT

- Organization/Prioritization

- Outlook

- Purchasing

- Qualtrics

- Slack

- Smartsheets

- Travel Coordination

- Video Conferencing

- WebEx

- Zoom

Information Technology

- Accessibility

- Content Management

- File Sharing

- Scheduling

- Virtualization

- Websites