

# SEAN PETER KANE

# RESUME

85 Clifton St, #3  
Cambridge, MA 02140  
T 617 5957000  
E pete@speterkane.com  
http://www.speterkane.com

## EDUCATION

Tufts University | Medford, MA - Master of Arts in Urban and Environmental Policy and Planning, Present  
(Pursuing)

Tufts University | Medford, MA - Certificate in Community Environmental Studies, 2009

Boston Architectural College | Boston, MA - Certificate in Design Computing, 2008

Hillsborough Community College | Tampa, FL - Fall 2004-Spring 2005

Studied: "Architectural Design I," "Introduction to Legal Assisting," & "Wills, Trusts, and Probate Administration"

The University of Tampa | Tampa, FL - Bachelor of Arts, 2000

Major: Communications; Double-Minor: Psychology, Writing

The University of Massachusetts Amherst | Amherst, MA - Fall 1996-Spring 1998

## SKILLS

- Project Management
- Leadership
- Scheduling
- Coordinating
- Proficient on Mac and PC
- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver)
- iWork (Keynote, Pages, Numbers)
- Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
- HTML, XHTML, CSS
- AutoCAD
- Google SketchUp

## ACCREDITATION

LEED Green Associate - 05.2010

## EXPERIENCE

### Intern

#### **New Ecology, Inc. | Boston, MA - 04.2010-Present**

The focus of this internship is developing and deploying a web-based information sharing tool (wiki) that will enable affordable housing developers all over the country to access and share information about greening their projects. The information will provide information for both new construction as well as retrofit projects. The position includes development, evaluation, and launch of the tool. In addition, I participate in research on the availability and feasibility of green components for a variety of new construction and retrofit projects. This also includes assisting of greening charrettes with the project design team and project specific technical assistance and cost benefit analysis related to energy and water conservation, indoor air quality, low impact site design, and building durability.

### Intern

#### **Mass. Association of Community Development Corporations | Boston, MA - 09.2009-Present**

The internship position consists of two avenues: communication and research. As part of the communication side, I acted as project manager and designer for the association's website. The new website has helped to offer member CDCs gain easier access to information and advocacy alerts as well as provide more detail about the association and its many efforts. For the research portion, I am focused on detailing the numerous environmental sustainability efforts MACDC's members are engaged in within their communities. This research will lead to a white paper regarding how "green" are Massachusetts's CDCs.

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### **Senior/Project Coordinator**

#### **Neoscape, Inc. | Boston, MA - 09.2006-07.2009**

As the Project Coordinator, I administered design projects between Neoscape and our clients. The projects encompassed the production of 3D illustration renderings, films, brochures, marketing collateral, websites, interactives, and sales center design - focusing primarily on major real estate developments. Acquired and recorded project assets, built and maintained internal and resource schedules, managed client expectations, and ensured quality of standards are met. In my Senior position, I directed the project management team as well as developed new process documentation and information tracking to increase production flow and communication.

### **Technical Support Coordinator**

#### **Passkey International | Quincy, MA - 03.2006-08.2006**

I coordinated, scheduled, and processed data transfers for our hotel clients. Trained and provided support for hotel customers on the Passkey GroupLink software. Researched, resolved and responded to customer questions. Diagnosed hardware, software and operator problems and recommended procedural changes. Expanded the role to also include support for the Customer Support Response Department and customers with photo imaging and website customization. Co-led RegLink integrations, supported new and existing clients in the software upgrade to make the transition more seamless.

### **Temporary Employment**

#### **John Leonard | Boston, MA - 11.2005-03.2006**

Prior to my employment with Passkey, I filled temporary positions at the Harvard Business School and Go Ahead Tours, part of EF Education. Included general office tasks, appointment and schedule maintenance, course topic research, mailroom shipments, tour travel packet production.

### **Site Producer (hsn.com/Off-Air Sales)**

#### **HSN | St. Petersburg, FL - 01.2002-09.2005**

I was promoted to Site Producer to establish and lead hsn.com's on-air marketing. Developed and implemented all promotional work for hsn.com and off-air sales (Waitlist, upsells, AutoShip, Warranty Plus) to appear on HSNtv. Produced demo-on-demand segments (online presentations of products) to expand our online content beyond products. Developed strategies for promoting online events to company campus in an effort to encourage awareness. Trained the show hosts and producers on how to promote to the website. The online marketing team grew from my one position to a staff of nine. This role also included my previous responsibilities as Web Community Coordinator.

### **Web Community Coordinator**

#### **HSN | St. Petersburg, FL - 01.2001-12.2001**

The Web Community Coordinator role encompassed managing the content for all community and corporate information on hsn.com. Part of the community experience included chat, which I developed and trained the HSN staff to use. Maintained and populated the private sales side of the website. This role also included my previous responsibilities as Associate Copywriter.

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### **Associate Copywriter**

#### **HSN | St. Petersburg, FL - 06.2000-12.2000**

This position entailed producing creative and effective copy for promotion/corporate image projects as well as product descriptions for use on the website. Helped develop writing guidelines for the copy as well as drafted the Keyword Guide for all content writers. Expanded the position to cover acting as content manager for the "Show Host" section of the website and liaison to the show hosts for hsn.com. Developed and managed an email query system to the hosts from customers.