

Education

Diploma, South Lake Tahoe High School – June 2007, 4.19 GPA

A.A. Math and Liberal Arts, Lake Tahoe Community College – Expected June 2009

Employment History

Administrative Assistant, Environmental Incentives, LLC

2008 – present

Intern, Environmental Incentives, LLC

2007 – 2008

Staff, Echo Chalet, Inc.

2006-2007

Qualifications

Paul Zander applies his interest in environmental improvement, analytic technologies and problem solving to assist the EI staff in cost-effectively producing quality products. Mr. Zander is a quick learner who embraces challenging tasks. He has a general familiarity with critical issues in the Lake Tahoe area resulting from growing up amongst major players in the environmental field. Mr. Zander's skills and flexibility allow him to complete a wide range of tasks essential to running the company and supporting clients. His aptitude for information systems allows him to develop and maintain the EI website, company policies and other infrastructure. In addition to his role as an administrative assistant at EI, Mr. Zander is currently pursuing a degree in Math and Liberal Arts at Lake Tahoe Community College.

Experience

Environmental Incentives

- Extensive development of company document templates and procedures using advanced features of Microsoft Office Software including Word, Excel, PowerPoint
- Development and maintenance of websites using Adobe GoLive
- Created an online survey for public and stakeholder input for the selection process of performance measures for the Sierra Nevada Conservancy
- Creation of brainstorming diagram system for Lake Tahoe indicator systems using FreeMind software
- Lead research and reporting on infrastructure acquisition projects
- Maintenance of research database using EndNote reference software

Staff at Echo Chalet

- Supported management and operations of area retail store and rental cabins
- Customer service, cash register, stocking, folding clothes, cleaning, scooping ice cream, answering questions about the surroundings, storing boats, and delivery of construction supplies and propane tanks by boat.

Echo Lake Players

- Directed, performed in, and adapted for the stage, *Monty Python and the Holy Grail*
- Performed in *The Importance of Being Ernest*, *Much Ado About Nothing*, and *The Princess Bride*

Software/Computer Experience

- Microsoft Office Suite: Word, Excel, Powerpoint, Outlook
- Adobe GoLive, and Acrobat Pro
- Basic knowledge of HTML
- EndNote (scientific reference software)
- Central Desktop (collaborative workspace and management software)