

**Application for Membership  
City Council Boards/Commissions/Committees  
City of Ann Arbor, Michigan**

Return To: Mayor's Office  
City Hall – 3rd Floor  
301 E. Huron St., PO Box 8647  
Ann Arbor, MI 48107-8647

Phone: 734 794-6161  
Fax: 734-332-5966

Name Allison Skinner

Home Address 1811 Pontiac Trail Zip 48105

Ann Arbor Resident: YES  NO  Number of years as a Resident 2 Ward 1

Phone (H) (734) 358.5255 (W) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email Address allisonjskinner@gmail.com

Occupation Project Associate

Employer Name & Address Clean Energy Coalition

924 N. Main St. Ann Arbor Zip 48104

Board/Commission/Committee on which you are interested in serving:

1) Environmental Commission 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

Reasons for seeking appointment (Areas of Interest, Goals, etc.):

Serving on the Ann Arbor Environmental Commission would allow me to continue to pursue my passion for the environment and provide me with an opportunity to have an impact on my local community.

Please submit a résumé including your job experience and education along with this application or a detailed letter of intent delineating relevant qualifications.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

In order to avoid any potential conflict of interest, I, the undersigned, agree not to be involved in any recommendations or decision making regarding any agency(ies) or entity(ies) for which I serve in the following capacity(ies) which may contract or subcontract with the City of Ann Arbor.

**Agency**

**Capacity in Which I Serve**

Clean Energy Coalition

Project Associate

Signature 

Date 4/24/2014

Log onto <http://a2gov.legistar.com/Departments.aspx> for a list of current City Boards, Committees and Commissions.

April 24, 2014

Dear Mayor Hieftje and Members of City Council,

I'm writing to express my interest in the open seat of Ann Arbor's Environmental Commission. I have lived in the Ann Arbor area for almost seven years, and have been a homeowner in the City since May of 2012. I'm extremely passionate about the environment, and have dedicated my career to promoting sustainability and helping others reduce their impact on the environment.

I began my tenure at the local nonprofit Clean Energy Coalition (CEC) as a volunteer while studying at Eastern Michigan University in 2010. After then completing an internship, I was hired as a full-time employee in early 2011. Since starting at CEC, I've worked on many projects and have gained significant experience working on sustainability, energy efficiency, and renewable energy issues in the southeast Michigan area.

In 2011, CEC worked with the City of Detroit on a number of sustainability projects, including partnering with the City's Department of Public Works to improve its solid waste and recycling programs. My work involved convening and leading stakeholders to assess needs, auditing recycling carts to determine the current program's state, developing priorities for improvement, and creating and distributing outreach and educational materials to teach residents on how to recycle in Detroit.

I also assisted with the development of the Ann Arbor Climate Action Plan by coordinating stakeholder meetings and communications among stakeholders, generating portions of the Plan related to resource management, and creating tools for stakeholder participants to access key information to move the project forward.

In 2012, I researched national best practices and identified barriers to installing solar in Michigan's Great Lakes Bay Region. This included evaluating and addressing current inefficiencies and obstacles in permitting procedures, solar and zoning ordinances, and application processes. I was part of a team that developed recommendations to minimize these barriers and increase solar adoption in commercial and residential sectors.

Since 2013, I have played a lead role in managing and implementing HEAL MI, which is a program designed by the Clinton Foundation that partners with employers to help their employees become more energy efficient in their homes. CEC was one of the Clinton Climate Initiative's first partners to replicate HEAL outside of Arkansas. The program offers employees free home energy audits to employees and individual technical assistance throughout the process. My role has been to act as an "energy liaison" between the employee/homeowner and the contractor performing the energy audits and retrofits, explaining the results of the energy audit and how an energy efficiency retrofit would benefit their homes. In addition, I created the vast majority of the program's outreach tools and materials, and was responsible for tracking and compiling data analytics to identify areas for improvement and efficiency throughout the program. CEC worked with Zingerman's Community of Businesses and the City of Ann Arbor on the pilot program, which was funded by DTE Energy.

My experience and insight would be a valuable asset to the Commission. It would be an honor to serve on the Environmental Commission and to further Ann Arbor's sustainability goals, and I hope you will consider me for this opportunity.

Sincerely,



Allison Skinner

# Allison J. Skinner

1811 Pontiac Trail, Ann Arbor, Michigan 48105 | 734.358.5255 | allisonjskinner@gmail.com

## Education

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Eastern Michigan University – Ypsilanti, MI Bachelor of Science in Anthropology, Nonprofit Administration Summa Cum Laude – 3.92 GPA	2007 – 2010
Northwestern Michigan Community College – Traverse City, MI	2004 – 2006

## Experience

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Clean Energy Coalition – Ann Arbor, MI <i>Project Associate</i> Focus on community-driven energy efficiency, renewable energy, and waste reduction projects throughout Michigan by creating and managing successful outreach programs.	2010 – Present
Liberty Athletic Club – Ann Arbor, MI <i>Assistant Manager - Café Liberty</i> Provided support for interviewing, hiring, and training new associates. Ordered supplies, controlled product quality, and analyzed business performance.	2008 – 2010
The Heritage Inn – Traverse City, MI <i>Front Desk Manager</i> Managed all duties of front desk operation, including staff training, inter-department communications, and staff scheduling.	2006 – 2007
Marian Nieto Gimenez-Montesinos – Madrid, Spain <i>Au Pair and English Teacher</i>	2005

## Activities and Community Work

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American Humanics Student Association – Eastern Michigan University <i>Director of Development and Vice President of Communications</i>	2009 – 2010
Anthropology Honors Society – Eastern Michigan University <i>Vice President</i>	2008 – 2010
Midwest Rabbit Rescue and Re-home – Plymouth, MI <i>Volunteer</i>	2008 – 2010
SOS Children’s Village – Tacloban, Philippines <i>Volunteer</i>	2004

## Qualifications and Achievements

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Dale Carnegie graduate  
Completed Michigan Recycling Coalition’s Materials and Recycling Management training  
American Humanics National Certification in Nonprofit Management and Leadership  
American Humanics Next Generation Nonprofit Leader award winner  
Completed Ross School of Business Project Management training program