

## Experience:

### JUNE 2023 – CURRENT

#### **ENVIRONMENTAL PLANNER 3**, DEPARTMENT OF ECOLOGY-TOXICS CLEANUP PROGRAM

- Coordinate with technical experts to identify the use of MTCA funds throughout Ecology for the 2021-23 biennium.
- Facilitate meetings with Ecology programs to update and confirm information found in the 2021-23 MTCA Biennial Expenditures report.
- Organize regular updates with Financial Services Unit within TCP about the 2021-23 MTCA Biennial Expenditures report.
- Write clearly and succinctly to explain the spending of MTCA funds in the 2021-23 biennium to complete the required legislative report.
- Coordinate a team that will update the Model Toxics Cleanup rule and engage with stakeholders including tribal nations.

### JULY 2019 – JUNE 2023

#### **PUBLIC DISCLOSURE COORDINATOR/ RECORDS INFORMATION**

#### **MANAGEMENT COORDINATOR**, DEPARTMENT OF ECOLOGY-HAZARDOUS WASTE AND TOXICS REDUCTION PROGRAM

- Develop, implement, and update HWTR-HQ program policy to reflect changes felt agency wide.
- Assist in coordinating the stakeholder process and outreach efforts for multiple rulemaking processes.
- Collaborate to develop policy and procedural documents.
- Coordinate with tribal, local, state, and federal agencies to share data and research by attending meetings, arranging phone calls, or composing emails.
- Participate in the program's environmental justice workgroup.
- Focus on environmental justice projects, which include understanding Supplemental Environmental Projects and how to implement them.

### SEPTEMBER 2015-SEPTEMBER 2019

#### **MEMBER SERVICES COORDINATOR**, THE YMCA

- Coordinate the grant program, develop processes, and implement new procedures.
- Apply for and manage multiple grants.
- Research and implement policy and process improvements.
- Organize trainings, outreach efforts, and events to understand the community and affected community needs.

# JENNY WORD

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- Review, edit and implement procedures of operational improvement.
- Review all facility application and financial documents to ensure accuracy.

## APRIL 2018 – JULY 2019

### **CUSTOMER SERVICE SPECIALIST**, OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION- PROFESSIONAL CERTIFICATIONS OFFICE

- Research Washington Administrative Code (WAC) and Revised Code of Washington (RCW).
- Participate in development and implementation of program policy improvements.
- Respond to customer issues, public record requests and questions through email, phone and in-person interaction.
- Collaborate with office colleagues to identify and suggest feedback for process improvement.

## JANUARY 2017 – MAR 2017 & JANUARY 2016- APRIL 2016

### **LEGISLATIVE COMMITTEE CLERK**, HOUSE OF REPRESENTATIVES; OFFICE OF PROGRAM RESEARCH

- Analyze purposed bill language.
- Follow the policies and procedures of court hearings.
- Answer questions from stakeholders and explain proper court procedures.
- Work independently with attention to detail using excellent time management skills when completing tasks with conflicting deadlines.

## Other Experience:

### SEPTEMBER 2017-CURRENT (15 hours per week)

### **STEERING COMMITTEE MEMBER**, FRANKLIN COMMUNITY GARDEN/EDGEWOOD COMMUNITY GARDEN/PUYALLUP COMMUNITY GARDEN

- Develop and implement policy.
- Build a partnership between the Pierce Conservation District.
- Coordinate and facilitate meetings focused on the gardens land use, resources, and operations.
- Organize garden improvement projects.

## Education:

### JUNE 2023

### **BACHELOR OF ARTS**, EVERGREEN STATE COLLEGE

### MAY 2012

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**BACHELOR OF SCIENCE- ENVIRONMENTAL POLICY**, STATE UNIVERSITY OF NEW  
YORK AT FREDONIA