



Nishaat Killeen

Senior Project Manager

Position with Firm

2022–present ***Michigan Saves Senior Project Manager***. Manages projects for Michigan Saves, a multimillion-dollar nonprofit organization that offers financing solutions for energy efficiency and renewable energy improvements. Oversees the planning, development, and execution of projects within the organization. Tracks progress against milestones, budgetary guidelines, or other performance indicators, and prepares reports for funders.

Previous Professional Experience

2020–2022 ***Recycling Coordinator, Department of Public Works, City of Detroit, Detroit, Michigan***. Monitored curbside recycling program. Oversaw work of outreach and education contractors. Managed workplans for over \$1 million in grant funds. Launched new recycling service for commercial buildings, apartments, city parks, and all municipal buildings. In concert with contracted waste hauler, worked with third-party technology vendor to implement new customer service system. Applied Lean Six Sigma principles to improve commercial refuse routes. Assisted in heavy- and light-duty fleet electrification.

2020 ***Satellite Voting Site Coordinator, Department of Elections, City of Detroit, Detroit, Michigan***. Managed operations and a 30-person staff at six satellite voting centers during the 2020 election. Handled absentee ballot logistics for twenty drop-off locations. Assisted with data collection and other duties at department headquarters.

2018–2020 ***Project Manager, Office of Sustainability, City of Detroit, Detroit, Michigan***. Designed and launched the Detroit Energy Challenge for commercial buildings. Coordinated launch and some implementation of the Detroit Sustainability Action Agenda. Created and managed web, newsletter, media, video, and other content. Assisted mayor's team with COVID-19 rapid communications. Built interdepartmental relationships to advance equitable, sustainable policy and program improvements.

2017–2018 ***Marketing and Communications Manager, The Heat and Warmth Fund, Detroit, Michigan***. Guided strategy for all communications, social media, and public messaging. Developed, distributed, and maintained all print and electronic collateral. Pitched media interviews and drafted speeches for CEO and leadership. Managed communication between the

organization and its public relations and web development firms. Assisted in planning annual fundraising events.

- 2017 **Senior Associate, Communications and Engagement, Delta Institute, Chicago, Illinois.** Created communication strategies and developed new tools and protocols for organization and individual initiatives. Managed and created content for organization's online assets including website, social media, blog, and e-newsletter. Plan new events that result in increased attendance and funds raised. Designed and line edited technical reports, publications, and proposals. Developed and designed toolkits and engagement initiatives for green infrastructure maintenance, workplace and neighborhood sustainability challenges, brownfield and vacant properties, air monitoring, and other topics for the public and municipal officials. Led recruitment and engagement for Chicago Green Office Challenge and multiple residential energy innovation pilots. Provided guidance on projects that engage and educate diverse community members, municipal staff, and local business owners.
- 2014–2017 **Associate, Development and Communications, Delta Institute, Chicago, Illinois.**
- 2013–2014 **Program and Communications Manager, Midwest Pesticide Action Center, Chicago, Illinois.** Offered technical assistance for ordinances and plans to protect low-income residents, school staff, and other sensitive groups from environmental toxins. Organized and facilitated public workshops and trained education, building maintenance, pest management, and lawn care professionals. Led new brand and website launch and communication strategy. Interviewed, trained, and mentored project assistant and multiple interns.
- 2012–2013 **Communications Associate, Midwest Pesticide Action Center, Chicago, Illinois.**
- 2010–2012 **Oak Ridge Institute for Science and Education Research Associate, Great Lakes National Program Office, U.S. Environmental Protection Agency, Chicago, Illinois.**
- Education Butler University, BS in Chemistry and BS in Science, Technology, and Society
Northwestern University, MPPA