Emily Tran

SUSTAINABILITY ANALYST

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SUMMARY

Sustainability analyst with 3 years of experience in carbon accounting and ESG data, now for a 120-store outdoor retailer. Calculates Scope 1, 2 and 3 emissions under the GHG Protocol, builds Power BI dashboards and answers CDP and customer ESG questionnaires. Brings analytical problem-solving skills and strong written and verbal communication skills to data requests.

SKILLS

GHG Protocol • Scope 3 Emissions • Carbon Accounting • CDP • ESG Questionnaires • Power BI • Excel

Data Analysis • Problem-Solving Skills • Written and Verbal Communication Skills

EXPERIENCE

Sustainability Analyst 07/2024 - Present

Summit Trail Outfitters Denver, CO

Outdoor apparel and gear retailer with 120 stores and 2 distribution centers.

- Calculate Scope 1, 2 and 3 emissions for **120** stores, 2 distribution centers and 300 suppliers each year.
- Built 4 Power BI dashboards on energy, freight and packaging KPIs that leadership reviews monthly.
- Draft CDP Climate answers and 25 ESG questionnaires a year with data owners in 6 departments.
- Model freight emissions by mode and lane; shifting 15% of air freight to ocean cut 2,100 tCO2e.

Environmental Data Analyst 06/2023 - 06/2024

Clearpoint Environmental Consulting Boulder, CO

Environmental consulting firm serving about 40 mid-size companies.

- Cleaned and loaded utility data for 35 client sites into carbon accounting workbooks in Excel.
- Checked 12 client inventories against GHG Protocol guidance before partner review.
- Wrote first drafts of 8 client CDP responses and the data request letters behind them.
- Ran data analysis on 3 years of client fleet fuel records to find the largest reduction options.

Sustainability Intern 06/2022 - 08/2022

Flatirons Energy Cooperative Boulder, CO

Summer internship at a member-owned electric cooperative.

- Mapped Scope 3 emissions sources for the cooperative's first inventory, covering 9 of 15 categories.
- Collected fuel and fleet data from 4 field offices and reconciled gaps with the fleet manager.
- Summarized 30 member survey comments on rooftop solar into a 2-page brief for the board.

EDUCATION

Bachelor of Arts 05/2023

University of Colorado Boulder Boulder, CO

Environmental Studies

CERTIFICATES

GHG Protocol Corporate Standard Training 02/2024

Greenhouse Gas Management Institute