

Jenna Keenan-Alspector

4631 Talbot Drive, Boulder, CO 80303 | (860) 874 1522
Jenna.KeenanAlspector@colorado.edu

KEY PROFICIENCIES

Strong Research & Writing Skills

Policy Analysis: Telecommunications

Project Team Leader

Unique Coursework: ICT for International Development Curriculum

Interdisciplinary Work

Six Years of Professional Business Experience & Management

Business Acumen

Lead Recruiter to Hire Staff

AWARDS & CONFERENCES

Hatfield Summer Scholarship Award

Invited to 44th Telecom Policy & Research Conference: Graduate Student Consortium

Paper Accepted & Panelist at 2016 Digital Studies Association Conference at University of Oxford

EDUCATION

University of Colorado Expected December 2016
Master of Science – Technology, Media, & Society
Concentration: Information Communication and Technology for Development

University of Denver August 2008
Master of Taxation

University of Massachusetts - Amherst May 2007
Bachelor of Business Administration
Accounting, Summa Cum Laude

ACADEMIC WORK

University of Colorado ATLAS Institute – Boulder, CO
Research & Teacher Assistant: Current

- Researching ethics related to autonomous technologies and preparing grant applications to National Science Foundation initiatives.
- Co-authored awarded grant to pursue ethics and engineering research
- Teacher Assistant for graduate level Spectrum Management Policy Course

Federal Communications Commission – Wireless Telecommunications Bureau
Front Office Intern: Summer 2016

- Researched zero-rating programs to inform Commissioners
- Authored outline for innovative spectrum policies whitepaper with deputy bureau chiefs and leaders of the Office of Strategic Planning

University of Colorado School of Environmental Design – Boulder, CO
Teacher Assistant: Fall 2015 – Spring 2016

Course: Behaviors and Ethics in Environmental Design & Introduction to Environmental Design Theory

- Led four undergraduate TAs and managed course for seventy students
- Responsible to mentor and tutor fifty students in large lecture setting

United States Telecommunications Training Institute – Boulder, CO
Conference Coordinator: Summer 2015

- Constant support for participants from developing countries
- Updated website specific to this event and sent clear communication
- Developed program materials, welcome activities, and information

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GRADUATE COURSEWORK

Advanced Spectrum
Management & Policy

Methods in Cognitive
Science

Ethics & Activism in
Environmental Design

User-Centered Design
and Development

Fieldwork Methods

ICT4D Lab Experience

ICT4D Case Studies

Global Development One

COMPUTER SKILLS

Microsoft Office Suite

Microsoft SharePoint

Bluebeam PDF Revu

GoSystem Tax Software

FAS 100 Asset Software

ERP system (BAAN LN)

HTML-5

Adobe Creative Cloud's
suite of creative products

OTHER INTERESTS

Pottery

Reading & Writing

Hiking

PROFESSIONAL EXPERIENCE

Spectra Logic Corporation – Boulder, CO

Corporate Tax Manager

2012 – 2014

- Calculated Research and Development tax credit, implemented new policies to strengthen documentation procedures, and successfully defended R&D credit to the Internal Revenue Service.
- Coordinated and reviewed all tax filings, researched product sales and use tax laws for states, home-rule cities, and internationally.
- Performed cost segregation study for new building acquisition and authored fixed asset policy.
- Developed and managed implementation of sales tax exemption certificate program resulting in significant cost savings.
- Managed domestic and international payroll for 450 employees in 26 states and 5 countries, implemented new processes and policies to increase accuracy and reduce preparation time by 65%.
- Hired, mentored, managed, and designed newly created Corporate Accountant and Intern position.

Grant Thornton – Denver, CO

Senior Tax Associate

Fall 2008 – 2011

- Managed Research & Development Tax credit study engagements, up to \$1 million credits, including the maintenance of project budgets, staff schedules, and technical content.
- Provided quality assurance reviews of transaction cost analysis studies on national level, taught new staff how to complete projects and analyzed transaction events.
- Performed technical review of cost segregation analysis projects, computed complex cost segregation benefit calculation, authored procedural and technical memorandum.
- Managed staff and reviews the preparation of consolidated corporation with \$100 million in assets and international operations, prepared Federal Tax provision work

University Of Massachusetts – Amherst, MA

Teaching Assistant

Spring 2005 - 2007

- Developed web-based quizzes and authored questions concerning macro-economic models
- Created micro-economic course material including online quizzes, syllabus, website, and course map
- Specified criteria for written assignments for micro-economics course.
- Lectured on current Social Security issues to 320 students
- Tutored students in micro- and macro-economic studies