

PROFESSIONAL PROFILE

RESULTS-DRIVEN ENVIRONMENTAL SCIENCE PROFESSIONAL with 10+ years solid experience in government and the private sector. Proven track record of success in analyzing, evaluating, and managing diverse environmental projects. Expertise in customer service, compliance, project management, and research. Provides an interdisciplinary, integrative and quantitative approach to the study of environmental systems. Driven leader who aligns business processes with company objectives. Consistently exceeds job performance goals/metrics. Praised by management, staff and customers for professionalism and quality results. Computer and technical skills include Windows and Mac operating systems, Microsoft Office, and proprietary applications with the ability to quickly master new technology. Key skills include:

Strategy: Proven ability to craft a vision and implement strategic change aligned with business objectives.

Team Building: Foster team success by leading them to meet the organization’s vision, mission and goals.

Results Driven: Meet goals and customer expectations by applying technical knowledge, making decisions, and taking risks.

Resource Management: Manage financial, human and information resources strategically.

Building Coalitions: Establish new and nurture current internal and/or external alliances and innovative partnerships.

Project Management	Partnership Building	Remediation Technologies
Permitting Process	Controversial Projects	Sample Collection
EPA Superfund Sites	Risk Assessment / Management	Groundwater Monitoring

PROFESSIONAL EXPERIENCE

XXXX STATE DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (XDEM), City, ST

Project Manager, XYZ Remediation Program (2xxx to 2xxx)

- Efficiently and effectively formulated decisions to oversee and manage the remediation of 50 contaminated properties pursuant to state and Federal regulations and XDEM policy.
- Evaluated, commented and provided recommendations on documents, including Phase I and Phase II Environmental Site Assessments, Groundwater Monitoring Reports, Health and Safety Plans, Remediation Work Plans and Risk Assessments.
- Participated in interagency communications regarding permits, controversial projects and public notice activities.
- Inspected and audited facilities and collected soil, groundwater and air samples.
- Provided guidance on remediation technologies, schedules and state closure requirements.
- Completed databases updating, electronic file system and other documentation and reporting tasks always ontime.
- Wrote closure letters and certificates.

Key Accomplishments:

- Coordinated a multi-party effort to reach an agreement and establish a plan for site closure of a controversial project. Actions involved open discussion, clear understanding of all parties goals and reaching a plan without compromising the State’s objective. Achieved an approved Remediation Work Plan guiding the project towards site closure.
- Throughout five years, met all deadlines for technical document review and comments. Managed the largest number of projects in the section from year to year. Actions increased productivity and provided timely responses to parties.

Praise from Management:

<p>"Name understands the importance of achieving results and takes all necessary steps to achieve goals. She is capable of taking appropriate decisive action to achieve objectives and is not deterred by uncertainty, risk or conflict."</p>	<p>"Ms. Name consistently meets deadlines, even under pressure. She is a quiet, efficient worker, continually demonstrates efficient use of time, effectively prioritizes assignments, and is competent in anticipating the need to rearrange priorities."</p>	<p>"Name readily adjusts to new situations, working well with sites’ project teams, putting agency goals ahead of her own. Her quiet professionalism, work ethic, and respect for the customer are a model for other PMs."</p>
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XXX XXXXXXX, City, ST

Staff Environmental Scientist (2xxx to 2xxx)

- Performed detailed soil and groundwater investigations per state and Federal regulations.
- Managed documentation and conducted field work associated with U.S. EPA Superfund sites, including subcontractor oversight, excavation and dredging, demolition of buildings and restoration of river beds and landscaping.
- Conducted historical documentation reviews, research and interviews for Phase I Environmental Site Assessments.
- Wrote complex reports including Work Plans, Phase I and II Environmental Site Assessments, Risk Assessments, Groundwater Monitoring Reports and Health and Safety Plans.
- Provided oversight of ground well installations and abandonments; conducted data quality analysis and control.

Key Accomplishments:

- Handled projects located in more than six states. Managed time well to address each project's objective and scope.
- Result: Field services and reports completed successfully per appropriate regulations and within the time frame.

YYY COUNTY HEALTH DEPARTMENT, City, ST

Environmental Healthcare Program Coordinator (2xxx to 2xxx)

- Provided writing, editing and air quality research support, promoting the State Xxxxx Xxxxx Coalition.
- Developed partnerships and asthma control strategies through collaboration with several agencies.
- Successfully completed the one-time, one-year contract position.

EARTHXXXXXX, INCORPORATED, City, ST

Field Contract Administrator, US EPA Superfund Sites in State & State (2xxx to 2xxx)

- Evaluated contracts and subcontracts; tracked costs, procured services/products and maintained health and safety procedures manual. Assisted in air and soil sampling.
- Left to pursue full-time graduate studies at Xxxxx University.

EDUCATION / TRAINING

PXXXX UNIVERSITY, City, ST

M.S., ENVIRONMENTAL SCIENCE, SCHOOL OF ENVIRONMENTAL & XXXXXXXXX, 2XXX

Concentration: Environmental Chemistry, Toxicology and Risk Analysis

Teaching Assistant, Risk Assessment and Communication, spring semester year

Ambassador, SPEA: Promoted SPEA's mission and initiatives at I.U. events (year to year)

B.S., PUBLIC AFFAIRS, 2XXX

Major: Environmental Management

Staff Writer, XX College Yearbook, Title (year to year)

Completed OSHA HAZWOPER 40-hour and annual 8-hour refresher training, City, ST, year

INTERNSHIP EXPERIENCE

U.S. ENVIRONMENTAL PROTECTION AGENCY, Office of Inspector General, Washington DC

Intern (May – August XXXX)

- Learned EPA's Program and worked as part of a team of culturally diverse employees from different counties.

CITY OF XXXX, ENVIRONMENTAL RESOURCE MANAGEMENT DIVISION, City, ST

Mayor's Intern, Yellow Lake Data Analysis Project (May - August XXXX)

- Monitored surface water quality; learned the City Department's operations.

U.S. ENVIRONMENTAL PROTECTION AGENCY, Office of Xxxxxx, Washington DC

Intern (January – April XXXX)

- Selected for and participated in the prestigious Washington Leadership Program-an IU SPEA program.

XXXXXXX STATE DEPARTMENT OF NATURAL RESOURCES, XXXXX SWAMP WILDLIFE REFUGE, City, ST

Intern (June – August XXXX)