

# RESUME4DUMMIES

ADDRESS: 4<sup>TH</sup> STREET, ANYPLACE, ANYWHERE 44444 PHONE: 444.444.4444 EMAIL: RESUMESAMPLE@EMAIL.COM

## PROJECT COORDINATOR

*Areas of Focus: Environmental Science | Outreach*

### QUALIFICATIONS PROFILE

Enthusiastic and result-driven professional, offering comprehensive experience in project coordination involving project management and program development; with focus on the fields of environmental science, biology, education, and outreach. Adept at overseeing the entire phase of various projects using a methodical and levelheaded approach to ensure the projects' successful execution. Equipped with superior communication skills in forging strong relationships with municipalities, nonprofit organizations, and government offices, as well as with people on all levels of management. *Areas of expertise include:*

*Environmental Science  
Project Management  
Customer and Personal Service*

*Technical Writing and Editing  
Training and Development  
Legal and Regulatory Compliance*

*Data Management  
Leadership and Team Building  
Community Outreach Initiatives*

### PROFESSIONAL EXPERIENCE

ABC COMPANY ■ RALEIGH, NC

#### **Project Coordinator, Monitoring Coalition**

2017–Present

- Perform data management, analysis, interpretation, and quality control; and review critique rules, regulations, and policies
- Take charge of monthly meetings with monitoring groups to discuss water quality monitoring activities
- Utilize network within and outside the Division for program expansion

#### Notable Accomplishments:

- *Led the planning and design of river basin-wide surface water monitoring networks throughout the state*
- *Established relationships with key individuals to garner technical support on interpretation and implementation of federal and state regulations*

DEF COMPANY ■ RALEIGH, NC

#### **Environmental Scientist | Project Manager**

2014–2017

- Spearheaded hazardous waste cleanup and plant closure at a large chemical manufacturing facility
- Oversaw two United States Navy contracts valued in excess of \$2M, which involved monitoring groundwater and surface contamination
- Worked closely with teams of professionals in remediating contaminated sites
- Executed marketing duties, which included proposal writing and company capabilities presentations

#### Notable Accomplishments:

- *Solely managed the planning and supervision of environmental site assessments and investigations*
- *Handled the preparation of work plans as well as the reporting of progress to regulatory agencies*

GHI COMPANY ■ PENSACOLA, FL

#### **Environmental Specialist II | Enforcement Specialist**

2012–2014

- Presented critical information and offered solicited advice concerning enforcement proceedings; and coordinated with regulated community to restore compliance
- Trained and assisted department personnel on the implementation of residuals regulations

#### Notable Accomplishments:

- *Provided significant contributions to the investigations on environmental noncompliance with wastewater rules and regulations; and solely compiled documentation used in civil enforcement cases.*

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JKL COMPANY ■ PENSACOLA, FL

**Environmental Specialist I | Wastewater Residuals Coordinator**

2015–Present

- Verified compliance of permitted facilities by reviewing related information
- Rendered support and provided practical insights on the implementation of corrective actions

Notable Accomplishments:

- *Oversaw the implementation of residuals program for the district*
- *Initiated inspections on residual sites as well as industrial and domestic facilities; and facilitated trainings on residuals handling and monitoring*

## EARLIER CAREER

MNO COMPANY ■ WILLIAMSPORT, PA

**Environmental Specialist | Inspector**

**Conservation Intern**

## EDUCATION AND CERTIFICATION

**Project Management Professional (PMP) Certification, 2016**

PROJECT MANAGEMENT INSTITUTE ■ WASHINGTON, DC

**Master of Science in Biology, with Specialization in Zone Studies, 2005**

UNIVERSITY OF WEST FLORIDA ■ PENSACOLA, FL

**Bachelor of Science in Biology, Minors in Chemistry and Environmental Science, 2003**

MARYMOUNT UNIVERSITY ■ ARLINGTON, VA

## PROFESSIONAL DEVELOPMENT

**Microsoft Access Level 1, 2, 3 and 4**

DEF COMPANY ■ RALEIGH, NC

**Hazardous Waste Operations and Emergency Response (HAZWOPER) Training**

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

**Wetland Delineation Training | Restoration-Focused Performance-Based Contracting**

JKL COMPANY ■ PENSACOLA, FL

**Grant Writing | Regulatory Interviewing**

MNO COMPANY ■ WILLIAMSPORT, PA

## TECHNICAL ACUMEN

Microsoft Office Suite (Word, Excel, and Outlook) ▫ Oracle ▫ JMP Statistical Software

Microsoft Project ▫ Microsoft Visio

## COMMUNITY INVOLVEMENT

*Member/Volunteer, Clayton Recreation Advisory Committee*