

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Productive Front Line Supervisor with experience in planning and scheduling personnel and materials and delegating work to a four-person team. Hardworking and efficient individual talented at analyzing, interpreting and resolving unforeseen problems. Certified as a Project Management Professional (PMP) and a Certified Hazardous Materials Manager (CHMM).

ACCOMPLISHMENTS

- Glenn Research Center Safety Award, B309 HAZMAT Exercise, 2020
- PBS Spill Response Team Group Achievement Award for Red Water, 2019
- Certificate of Appreciation for exceptional response to the Freedom of Information Act request submitted to the NASA Glenn Research Center.
- Time Off Award for excellent work in waste management compliance along with great customer service.
- Time Off Award for participating in SHED Safety Stand Down Day.
- Time Off Award for the completion of the EPM Medical Waste Chapter.
- FY09 Demolition Team Group Achievement Award for outstanding accomplishments in the FY09 demolition program supporting the GRC Master Plan and the Agency initiative to reduce infrastructure.
- NASA Blue Marble Award Nomination – NASA Environmental Quality Award.
- Named a “Star” during Environmental Functional Review – 2004 and 2016.
- Certificate of Appreciation in support provided to the Tunnel Fire investigation and the Building 90, Phase I cleanup activities.
- Pollution Prevention Closing the Loop Award.

SKILLS

- Project Management
- Administrative support
- Staff Management
- Financial Management
- Time management
- Problem-solving skills
- File management

WORK HISTORY

Waste Management Lead /Front Line Supervisor, 06/2012 - Current

Abb Ltd – Chattanooga, TN

- Serve as the Hazardous Waste Program Lead and supervisor of 4 employees as well as several subcontractors for the Environmental Management Office at the NASA Glenn Research Center.
- Responsible for the overall compliance of the Resource Conservation and Recovery Act 40 CFR 260 – 282.
- Support all internal audits such as the Energy and Environmental Functional Reviews (EEFRs) and external regulatory inspections conducted by both USEPA and Ohio EPA.
- Responded to customer concerns with friendly and knowledgeable service and remedied issues promptly and effectively.
- Accomplished staff results by communicating job expectations and planning, monitoring and appraising job results.
- Management of Subcontractors including: Create Statements of Work (SOWs), Create Pricing templates, Review and submit Health and Safety Plans (HASPs) or Job Hazard Analysis (JHAs), Schedule and provide oversight of work conducted onsite, Review and approve invoices, and Track all subcontractor costs

Project Manager

- J6 VR Incident Environmental Cleanup, September 2020 – Current
- J5 Asbestos Abatement, August 2020
- Oil Water Separator, 2019 – 2020
- Cooling Tower 5 Basin Cleaning, 2019
- 10x10 Waterline Repair, 2019
- Storm Basin Remediation, 2018
- Cooling Tower 1 Basin Cleaning, 2018
- Lead Paint Remediation, B24 Demo, 2018
- Red Water Spill Response, 2017
- Environmental Site Assessments, B35 Demo and Storm Water Phase II, 2018-2019
- Remediation of Lead Dust at the Hangar, 2016
- Remediation of Lead Dust at B125 Propulsion Systems Laboratory
- Remediation of the West Industrial Waste Basin, 2015
- Remediation of the Zero Gravity Drop Tower, 2011

Environmental Specialist, 03/2009 - 06/2012

Tri Rinse Inc. – Saint Louis, MO

- Served as technical consultant on environmental policies to maintain regulatory compliance.
- Served as subject matter expert (SME) on environmental regulations and policies.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Provide an integrated environmental, health, and safety technical service support of the Compliance Team (CT) for the Safety, Health, and Environmental Division (SHED) in the areas Management of Hazardous Materials and Waste, Universal Wastes, Used Oil, and Scrap Tires at the NASA GRC Lewis Field and Plum Brook Station.
- Supply feedback to proper handling practices to control hazardous conditions and reduce exposure.
- Provide training to personnel generating hazardous wastes giving a general awareness to proper management practices.
- Participate in audits of the Environmental Management System (EMS) and audits conducted by both the state and federal Environmental Protection Agencies regarding hazardous waste management.
- Sample used oil and submit for analysis of total halogen content.
- Consolidate used oils into a bulk 5000 gallon tank for energy reclamation.
- Manage and support scrap tire recycling at GRC and PBS.
- Coordinate with the project engineers, management staff, facility officials and staff in the execution of the operations plan and the development of guidance.
- Evaluate Excessed Property to ensure current safety technologies and regulations to the operation and/or maintenance of facilities, structures, systems, or equipment for hazardous materials going through NASA's N-Prop System.
- Management of Solid Waste Soils for the SHED Construction Team and NASA Facilities Division (FD) by Performing environmental sampling and waste characterizations generated at Lewis Field and Plum Brook Station, Conduct audits and site background checks on disposal facilities requested by construction contractors, Provide documentation review of waste characterization profiles, Uniform Hazardous Waste Manifests and Non-Hazardous Waste Manifests, and Enter manifest information into database for reports and retain manifests for record keeping and audit purposes.
- Supervise and Provide Emergency Response Support as needed to the EMC and ERT customers for incident releases.
- Provide oversight to HAZMAT crews called to GRC for spill responses or respond with other members of the Waste Management Team.
- Response to releases requires knowledge of the material, proper tools and skills, proper Personal Protective Equipment (PPE), medical clearance, and appropriate training.
- Assist with developing lessons learned for guidance to be used for implementing criteria and evaluating preparedness based on exercises, plans, and training.

Environmental Technician, 03/2001 - 03/2009

Leidos – City, STATE

- Service Support Contractor for NASA GRC'S Safety, Health, and Environmental Division (SHED).
- Maintain, Conduct Onsite Inspections, and Document GRC's 12 RCRA 90-day and 73 satellite accumulation sites located throughout the facility.
- Customer Service including: Picking up hazardous wastes and other regulated materials, Transporting materials to the Central Chemical Storage Facility (CCSF) within three working days of the request and Quick response to customer requests is essential to avoiding incidents which could result in personnel safety concerns, damage to property, or clutter.
- Hazardous Waste Management comprising: Evaluation, classification, and segregation of wastes and other materials for temporary storage, reuse, recycle, or disposal, Repackaging of materials for off-site disposal/recycle, Review and maintain manifests and all associated paperwork, including land disposal restriction forms and profiles.
- Emergency Response to spills and releases which occur onsite.
- Perform cleanup efforts using proper Personal Protective Equipment, such as, tyvek suit, gloves, hard hat, safety glasses, and respirator as needed.
- Supervise HAZMAT crew responding to incidents if the release is too large or requires additional assistance.
- Manage and Maintain the Central Chemical Storage Facility in full compliance with RCRA regulations and NASA GRC safety requirements.
- Document weekly inspections of the facility making sure safety equipment such as emergency lighting and safety showers function properly, aisle space is sufficient, RCRA containers are closed and within the 90-day requirement, daily powered lift truck inspections are conducted and documented, and the overall appearance of the facility is clean and orderly.
- Distribute, Manage, and Maintain containers to facility personnel as necessary.
- Identify waste being generated and evaluate the proper container for the material.
- Identify and provide proper labels and markings for containers.
- Record and maintain container inventory within the Chemical Management System (CMS).

EDUCATION

Bachelor of Science: Environmental Science, 12/2008

Cleveland State University, College of Science - Cleveland, OH

- Minored in Chemistry
- Member of [Student Environmental Club](#)
- Dean's List [Fall 2004](#)

Bachelor of Arts: Spanish, 05/1999

Wheeling Jesuit University - Wheeling, WV

- Member of [Spanish Club](#), club officer two years, Secretary and President
- Dean's List Spring 1998
- Intramural Sports Commissioners 1998 - 1999

CERTIFICATIONS

- [Project Management Professional \(PMP\)](#), 2018
- [Certified Hazardous Materials Manager \(CHMM\)](#), 2012

ADDITIONAL INFORMATION

Training

Resource Conservation and Recovery Act (RCRA) - 16hrs., January 2021

Department of Transportation (DOT) - 8hrs., January 2021

40 hr. HAZWOPER Refresher - 8hrs., September 2020

Powered Lift Truck – 4hrs., March 2021

Confined Space – 3hrs., March 2021

NASA Environmental Management System Training –1hr., January 2021

GRC Storm Water Management Program (SWMP) – 1hr., March 2021

GRC Spill Prevention, Control, and Countermeasure (SPCC) and Aboveground Storage Tank (AST) Training – 1hr., March 2021

Personal Protective Equipment – 1hr., November 2020

Records Management – 1hr., September 2020

Bloodborne Pathogens - 1hr., July 2020

Lockout/Tagout – 1hr., June 2020

Respiratory Protection Refresher - 2hrs., May 2020

HazCom – 1hr., September 2019

Hearing Conservation – 1 hr., November 2020

Lead, and Asbestos Awareness – 1hr., September 2019

Fire Extinguisher Training – 1hr., August 2019

CPR/AED – May 2021

Explosive Handler's – August 2018

Commercial Driver's License (CDL) Class C, HazMat Endorsement – April 2018

NASA Mishap, Root Cause Analysis – 1hr., December 2011

NASA Mishap Investigation Roles and Responsibilities – 1hr., December 2011

NASA Completing the Investigation and Mishap Report – 1 hr., December 2011

NASA Overview of Mishap Investigations – 1hr., June 2011

GRC Underground Storage Tank (UST) Training – 1hr., February 2011

Foreign Object Debris (FOD) – 1hr., November 2007

FEMA Intro. to Incident Command System – 2hrs., October 2007

FEMA Intro. To Incident Command System, I-110 for Schools - 4hrs., October 2007

FEMA ICS for Single Resources and Initial Action Incident - 4hrs., October 2007

Advanced Hazardous Waste Management – 16hrs., November 2005

Resource Conservation and Recovery Act (RCRA) Train the Trainer – 1hr., September 2005

Department of Transportation (DOT) Train the Trainer – 1hr., September 2005