

# Jessica Claire

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## PROFESSIONAL SUMMARY

Leader in detailed assessment and mapping of environmental impacts for development and building projects. Expansive knowledge of regulations and laws pertaining to projects and environmental impacts. Diplomatic facilitator of difficult conversations between stakeholders with conflicting perspectives on land use. Sustainability-oriented authority on best practices for developing land in and near sensitive ecosystems. Well-connected liaison in communities impacted by development, valuing input as key element of planning process. Detailed cartographer and surveyor with acute attention to design principles and field techniques. Provided technical support for environmental remediation or litigation projects, including remediation system design or determination of regulatory applicability.

## SKILLS

- Knowledge of Basic principles of land, water, fish, wildlife, and other natural resources research
- Knowledge of principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention
- Well versed in statistical methods
- Knowledge of Land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and environment
- Knowledge of effects of hazardous and non-hazardous waste material and their interactions on environment
- Knowledge of chemical reactions and chemical substances and waste materials and their interactions with and effects on public health and environment.
- Extensive knowledge of California and Federal environmental laws, rules, regulations, and requirements
- Knowledge if basic toxicology, hydrology, geology, and principles of risk assessment and risk management
- Basic knowledge of concepts employed in a variety of disciplines including environmental planning, economics, and resource management
- Efficient in use of geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies
- Knowledge of recycling issues.
- Broad knowledge of legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area
- Knowledge of resource management practices and techniques
- Environmental assessments
- Environmental design
- Environmental management

## WORK HISTORY

### ASSOCIATE ENVIRONMENTAL PLANNER

05/2018 to CURRENT

#### Cleveland Clinic | Warrensville Heights, OH

- Compiled reports on environmental impacts to submit and present to stakeholders and community members, translating highly technical information to general public.
- Assessed proposals submitted by contractors and stakeholders to determine environmental impacts.
- Coordinated and adhered to project deadlines, schedule coordination and operating budgets.
- Educated and supervised team members on best practices for field operations, leading by example and attending to group needs.
- Assessed project proposals by stakeholders and advised on feasibility.
- Operated by strict regional regulatory practices.
- Supervised and planned environmental remediation efforts.
- Evaluated work of colleagues to assure quality of work.
- Collected field data and accurately adhered to standard operating procedures.
- Supervised and maintained sensitive records detailing production, retention and destruction.
- Drew maps, designs and other representations of construction plans to scale by hand or using GIS.
- Advised corporations and government agencies of procedures to follow in cleaning up contaminated sites to protect people and environment.
- Served as subject matter expert (SME) on environmental regulations and policies.
- Formulated and implemented long-range plans for environmental programs.
- Provided system and component design reducing negative impact on area environment.
- Advised corporations or government agencies of procedures to follow in cleaning up contaminated sites to protect people and environment.
- Performed environmental site assessments and provided remediation recommendations.
- Independently identify problems, developed course of action, and conducted critical and/or sensitive scientific investigations and studies
- Prepared guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance
- Provided environmental analysis, research, management, planning, regulation, or investigation
- Developed and implemented environmental policies, programs, plans, or research projects
- Conducted environmental monitoring and surveillance, and enforcement
- Performed work in environmental management program
- Performed work of multidisciplinary environmental investigatory program
- Developed scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents
- Developed solutions for critical and/or sensitive environmental management problems
- Independently planned environmental studies
- Provided research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection
- Developed techniques for handling and analyzing large variety of detailed data
- Communicated results and implications of studies to non specialists
- Provided leadership in accomplishing basic functions and objectives in assigned programs and inspired confidence and effective working relationships with employees, managers, and leaders in government and industry
- Developed and maintained courteous and effective working relationships
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity
- Used coordination and planning skills to achieve results according to schedule
- Carried out day-day-duty accurately and efficiently

### AGRICULTURAL STANDARDS AND PROGRAM AIDE

05/2015 to 05/2018

#### San Joaquin County Agricultural Commissioner | City, STATE

- Assisted professional staff by performing support services related to enforcement of agricultural and weights and measures laws.
- Assembled and baited variety of pest detection traps or devices; placed and maintained traps in good physical condition; inspected traps on regularly specified schedule.
- Collected and submitted any specimens suspected of being target pests.
- Performed specific pest surveys
- Explained to public purposes and importance of pest detection survey program.
- Kept detailed records and maps of trap locations, dates of servicing and trap conditions; prepare routine reports of work performed.
- Implemented environmental policies, programs, plans, or research projects; Conducted environmental monitoring and surveillance, enforcement, and environmental management programs

### OFFICE ASSISTANT II

12/2006 to 02/2012

#### San Joaquin County Behavioral Health Services | City, STATE

- Prepared documents from written material or machine transcription using a typewriter, word processor or other office equipment
- Formatted documents, charts, reports and forms using techniques that may require use of office automation equipment
- Edited for punctuation and spelling; proofread for accuracy and consistency
- Independently composed and prepare reports, letters and/or memoranda. Performed basic secretarial work; received and screened visitors, callers, and mail, and directed to appropriate individual or office
- Took and transmitted messages; made appointments; greeted and assisted customers in person, over phone, on computer or through other means of communication.
- Delivered clerical support by handling range of routine and special requirements
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments
- Interacted with customers by phone, email or in-person to provide information
- Completed clerical tasks such as filing, copying and distributing mail
- Executed record filing system to improve document organization and management
- Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted
- Informed and supported business leaders through consistent communication and administrative support duties
- Managed multiple projects simultaneously using organizational and analytical skills
- Promptly received and forwarded incoming communications, such as phone calls, emails and letters, to appropriate staff

## EDUCATION

### Bachelor of Science | Environmental Science

06/2015

#### University of Phoenix, Tempe, AZ

### Associate of Arts | General

06/2011

#### San Joaquin Delta College, Stockton, CA

### Diploma | Mortgage Banking/Real Estate

06/2003

#### Ca Career College, Manteca, CA