

# Bella Li, B.Eng, E.I.T.



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## Career Objectives

I want to further develop my engineering skills that I learned in school and intern experience into a successful career in the management of environmental concerns. I enjoy learning and working on projects related to water quality, air quality and climate change, and I am looking for an entry level position with a firm where I can further develop my skills and career as an **engineer-in-training** and scientist. I am looking for a position that will support my application for a Professional Engineer (P.Eng.) upon completion of the require experience.

## Key Strengths & Skills

✓ <b>Engineering Design with CAD</b>	✓ <b>CAD Drawing Review</b>	✓ <b>Data &amp; Statistical Analysis</b>
✓ <b>Communication &amp; Teamwork</b>	✓ Field Support	✓ Quality Assurance
✓ <b>Project Coordination &amp; Support</b>	✓ Engineering Project Reporting	✓ Client & Stakeholder Relations
✓ <b>Design Software Experience</b>	✓ Cost Estimating	✓ G Driver's License
✓ <b>Problem Solving &amp; Researching</b>	✓ Time Management	✓ Attention to Detail

**Computer Skills:** MS Office | AutoCAD | SolidWorks | EPASWMM | ArcGIS | AERMOD | HEC-HMS | GEOSTUDIO | R

## Engineering Work Experience

**Yongquan Membrane Technology Co., LTD.**

*Environmental Field and Data Technician*

**May. 2019 – Aug. 2019**

Jinan, Shandong, China

- Assessed the performance of various types of drinking water membrane and food/beverage processing membrane at the engineering lab by **performing data analysis** of the test results.
- Managed lab tests of performance and **test results collection**, improved reliability of test results.
- Provided reliable test results and directive conclusions for clients' requirements; identified key metrics during data entry, complex datasets organization, and statistical data analyses by using multiple data analytical tools such as MS Excel and R.
- Oversaw design reports** to meet the local and ministry's environmental compliance.
- Controlled quality of engineering design** and deliverables for membrane bioreactor system upgrade projects.
- Responsible for performing COD removal efficiency tests, provided valuable results for the client who was looking to upgrade an entire membrane bioreactor system.

**Niutech Environment Technology Corporation**

*Environment, Safety Engineering Intern*

**May. 2018 – Aug. 2018**

Jinan, Shandong, China

- Review of AutoCAD design drawings** for consistency of dimensions between two parts of a pyrolysis system for the conversion of plastics and rubbers to gaseous fuel.
- Review of borehole logs** for soil conditions at different depths for input into the design of below ground components of the water supply system.
- Managed weekly progress meetings with project managers and equipment manufacturers/suppliers to review equipment safety levels, information clarification, production/delivery schedules, and other administration duties.

## Other Experience

### QuantWave Technologies Inc.

Project Assistant

**Dec. 2019 – Present**

Kitchener, ON

- Conducted academic research and market research on advanced water/wastewater analyzers to innovate a competitive water/wastewater analyzing product.
- **Perform SWOT analysis** on the smart wastewater sensing systems.

### China Merchants Bank

Customer Service Representative

**May. 2017 – Aug. 2017**

Jinan, Shandong, China

- Provided in-person support for customers needing assistance with the automated banking tellers.
- Supported full-time bank staff in the filing of confidential documents.

### Dexiang Electrical Technology Co., LTD.

Online Store Manager

**May. 2016 – Aug. 2016**

Jinan, Shandong, China

- Catalogued the company's electric heaters and other products for sale on their e-commerce site.
- Processed international orders for distribution to countries in Europe and North America.

### Centre for Information and Community Services

Youth Settlement Volunteer

**Apr. 2015 – Aug. 2015**

Toronto, ON

- Attended weekly trainings and preparation sessions with five youth settlement team members to organize English summer camp for 20 international youth coming to Canada from Asia
- Led English as a Second Language (ESL) class of 20 students, aged 8 to 12, in activities which helped them learn about Canadian culture and improve their English communication and teamwork skills.

### Good Shepherd Ministries

Student Volunteer

**July. 2014 – Aug. 2014**

Toronto, ON

- Responsible for cleanliness in, and around, the shelter by picking up trash and helping out at events.
- Increased resident comfort by sorting food, making meals, and doing laundry.

## Education

### Bachelor of Engineering in Environmental Engineering

Minor in Statistics

**Sept. 2015 – Feb. 2020**

University of Guelph, Guelph, ON

- Developed valuable teamwork, communication, coordination, and collaboration skills through an abundance of experience working with teams on engineering design projects.
  - Acquired important design experience through yearly design projects, most notable being the fourth-year capstone project, "Multi Soil Layering Wastewater Treatment System: an improved wastewater treatment system for the North Caribou Lake First Nation that increases reliability, safety, and promotes an eco-friendly operation."
- Successfully completed 26 credits, gaining knowledge and insight in the following highlighted courses:

**Urban Water Systems Design**

**Risk Assessment & Management**

**Groundwater Engineering**

**Environmental Engineering System**

**Soil Mechanics**

Material Science

Solid and Hazardous Waste Management

Atmospheric Emission Control

**Engineering Mechanics**

Engineering Economics

Hydrology

Statistics in Engineering

**References available upon request**



January 23<sup>rd</sup>, 2021

RE: Associate / Junior Engineer – Civil Engineering, Job ID: R115187

Dear Hiring Manager,

As an accomplished Environmental Engineering graduate with a Statistics Minor at the University of Guelph, I am eager to pursue new challenges as the Associate / Junior Engineer – Civil Engineering at Parsons Corporation. My professional background included engineering design, project planning, risk assessment, and teamwork skills. As a highly motivated professional, I believe I am a strong candidate to contribute to this role.

Through both education and intern experience, I have been recognized as a highly knowledgeable “go-to resource” who thrives when taking on complex projects that allow me to identify areas in need of improvement and develop sustainable solutions. I offer robust analytical and organizational skills with a sound capacity to coordinate, evaluate, and present complex data. My advanced interpersonal communication skills allow me to build and maintain strong relationships with diverse team members, making it easier to deliver upon requirements and surpass expectations. I am committed to upholding organizational integrity and to remaining up-to-date with current industry trends, innovations, and standards.

Here is a brief list of achievements to give you an idea of my diverse skill set:

- Designed the capstone project in the engineering design team on designing a *Multi Soil Layering Wastewater Treatment System for the North Caribou Lake First Nation*, which achieved a significant improvement of the wastewater treatment system for the First Nation Community, and received positive feedback from the adviser Dr. Ed McBean.
- Initiated AutoCAD design process, reviewed and updated the design drawings for a pyrolysis system which converting plastics and rubbers to gaseous fuel.
- Provided solutions, as the Project Assistant of QuantWave Technologies Inc. to produce accurate and corresponding smart wastewater sensing solutions to the wastewater treatment industry.
- Possess strong multi-tasking skills as an Environmental Field and Data Technician with the ability to simultaneously manage multi-task projects, which involve sample analysis, system monitoring, process design, technical report writing, and project progress reporting to the project manager.

I am confident my broad technical knowledge, my passion about the environmental engineering industry, and track record of success will help your team to surpass its objectives. I would be delighted to meet with you to discuss joining your organization and making a substantial contribution towards its continued growth and success.

Sincerely,

Bella Li, B.Eng, E.I.T.