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### **Education**

University of California, San Diego, La Jolla, CA Bachelor of Arts, Environmental Systems-Policy 2018

#### **Relevant Coursework:**

Sustainable Development, GIS, Environmental Law, General Chemistry Lab

# Relevant Environmental Experience

# CEQA Practice Certificate, University of California, San Diego

CEQA (Basic) 06/2019

- Reviewed environmental issues and various agencies' roles and responsibilities
- Defined a project and explored the process to determine required environmental review
- Evaluated case studies on CEQA issues and explored the impact of case law on document

## CEQA (Advanced)

- Evaluated proposed projects to identify CEQA exemptions and streamlining provisions
- Analyzed public review process and wrote comment letter for Draft EIR
- Suggested and examined project alternatives and adopted a Mitigation Monitoring Reporting Program CEQA (Drafting Documents)
  - Learned the different environmental documents and legal risk to write a defensible Project Description
  - Strengthened professional writing skills by drafting EIRs for multiple Appendix G sections
  - Crafted a response letter to the Draft EIR and produced a Mitigation Monitoring Report Program
- CEQA (Project Management)
  - Prepared plans and scope of work, budget, and schedules for complex environmental projects
  - Developed professional project communication skills when interacting with clients and the public
  - Practiced methods to provide feedback, discover people's motivation, and establish trust

## Environmental Health & Safety, University of California, San Diego

Stormwater Management Project Intern

10/2017-06/2018

- Researched various reasons that cause people to litter, identifying 2 potential solutions for the experiment
- Designed outreach posters and trash receptacles, minimizing cigarette butt littering by 25%
- Performed trash assessments on experimental areas, collecting over 1,000 pieces of cigarettes

# Additional Work Experience

#### **Everspring Corporation**, Los Angeles, CA

Supply Chain Coordinator

07/2018-Present

08/2016-06/2018

- Process purchase orders to supply over 10,000 mt of chemical additives across clients in 15 countries
- Develop an efficient tracking system for multiple shipment orders, saving the company over \$100/order
- Optimize payment terms and invoices, resulting in 10% faster payments and better customer service

## Eleanor Roosevelt College Residential Life, University of California, San Diego Residential Advisor

Programmed social and educational events, generating an average of 25 attendees per event

- Administered large, community events with staff members, while reducing costs by 15% per event
- Adhered to and enforced housing and university policies and wrote over 8 incident reports

#### Skills

Computer Skills: ArcGIS, Adobe Acrobat, Google Drive, QuickBooks, Microsoft Word, Excel, PowerPoint Interpersonal Skills: Active listening, proactive personality, public speaking, presenting, conflict resolution Languages: Mandarin Chinese (proficient)