

Sara Akib

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2018-06-12

30 Forensic Engineering

40 University Avenue, Suite 800

Toronto, ON

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Re: Environmental Scientist

Dear Hiring Manager:

It is with great interest that I am submitting my resume for review. I am confident that I would significantly contribute to the objectives of the Environmental Scientist.

With extensive experience in coordinating projects and writing technical reports, I feel confident in my ability to perform the listed responsibilities. With a strong background in physical geography and environmental science, I have developed the following skills that meet the qualifications you are looking for:

- Hand-on experience in site assessments, risk assessments and remedial action for contaminated sites using knowledge of Phase I and Phase II Environmental Site Assessment techniques as outlined by the Ontario Environmental Protection Act (EPA) and as outlined by Ontario Regulation 153/04.
- Well-versed of the Fisheries Act, Species at Risk Act, Endangered Species Act, Fish and Wildlife Conservation Act, Ontario and Canadian Environmental Assessment Acts, Conservation Authorities Act and Provincial Policy Statement
- Certified by MOE to conduct Ontario Benthic Bio-monitoring Network and Ontario Stream Assessment Protocol.
- Conducted water quality monitoring, plant surveys, fish surveys, macroinvertebrate surveys, as well as surface water, groundwater and soil sampling at Rouge Valley Conservation Area.
- Conducted environmental impact assessment to assess the effect of upstream construction on Redside Dice in Rouge River.
- Developed a suitable survey map to identify nesting areas of Bobolink (Species at Risk).
- Assessed forest health by monitoring salamander population and their distribution at Rouge Valley Conservation Area.
- Conducted a feasibility study to assess the effect of Climate Change on stormwater infrastructure to identify structure failure due to extreme weather events and recommended preventive measures to mitigate risks at Town of Aurora.
- Managed data entry, data analysis, and co-authored technical reports and findings using software applications, such as word processing, spreadsheet, graphical and statistical, to summarize and describe data to both scientific experts and non-experts.
- Strong knowledge of Technical Standards & Safety Authority (TSSA), Canadian Standards Association (CSA), Ontario Ministry of the Environment (MOE) and Ontario Environmental Protection Agency (EPA) standards.
- Pursuing a career in geoscience to register as a Geoscientist-in-Training as the next step towards achieving the P.Geo. designation with Association of Professional Geoscientist of Ontario.

I am a driven individual with a passion to learn. I can quickly adapt and achieve goals in any environment. For a more detailed presentation of my skills and background, please review the enclosed resume. I look forward to speaking with you at your earliest convenience.

Thank you for your consideration.

Sincerely,

Sara Akib

Sara Akib

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Richmond Hill, ON
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Three years of experience in environmental research, spatial analysis and project management. Seeking to leverage my technical and professional expertise to learn and grow in the new role of an Environmental Scientist.

Education

2016-09 - 2017-09

University of Toronto Scarborough

Master of Environmental Science

Biophysical Interactions in Terrestrial and Aquatic Systems Stream

2011-09 - 2015-12

York University

Bachelor of Science in Physical Geography

Hydrology and Climatology Stream

Experience

2018-01 - 2018-03

Temporary Environmental Administrator

Pario Engineering & Environmental Sciences

- Worked closely with senior management to compile data for special project on contaminated lands and emergency fuel spills.
- Developed spreadsheets, powerpoints and summary charts for senior management on remedial actions.
- Compared field contaminant levels with regulatory tables on soil, groundwater and sediments standards.
- Reviewed remediation reports and ensured compliance with *Regulation 153/04 : Records of Site Condition*.
- Liaised with insurers, stakeholders, and environmental regulatory agencies(i.e MOECC and Ministry of Transportation) to completed road and residential land Cleanup.

2017-05 - 2017-09

Environmental Senior Student

Town of Aurora, Dept. Environmental Initiatives

- Researched, coordinated, and developed a Corporate Environmental Action Plan.
- Submitted and received a \$90,000 MOE grant to develop community energy plan.
- Actively assisted with the preparation of the term of reference to develop a community energy plan by documenting and evaluating scope and objectives, and timetables and schedules.
- Conducted a research to determine the effect of climate change on stormwater infrastructures, which was used as a background research to develop a stream management master plan.
- Developed best Management practices for stormwater assets that are within the flood zones.
- Planned and executed a new stormwater inspection program that reduced deficiency in data collection by 99%.
- Collaborated with a team to innovate and implement a risk assessment website used by internal personnel to calculate risks and hazards from remote locations.
- Researched, developed and distributed promotional campaign material on waste, water, smart commute, and air quality.
- Created reusable Macros and developed Programs for data cleaning, validation and analysis and report generation to facilitate the corporate energy reporting and reduced resolution labor time from 2 weeks to less than a week by revamping the process.
- Analyzed Energy Consumption dataset and recommended retrofits based on data structure and objectives.
- Provided essential consultative support and building key relationships through effective interpersonal, organizational, and leadership abilities.

2016-09 - 2017-05	Research and Data Specialist <i>University of Toronto Scarborough</i> <ul style="list-style-type: none"> Designed, planned and managed a research project investigating anthropogenic impacts on UNESCO Natural World Heritage Sites. Worked extensively with large dataset with sample size over 213 and with over 20 attributes. Conducted a literature review and showed that 47 % of sites were inadequately protected and threatened by climate change. Conducted statistical analysis, generated tables and figures, wrote method and result sections for publications. Managed multiple projects and collaborated with other graduate students on synthetic and characterization work. Researched, analyzed, and documented a revised data input methodology improving model efficiency. Applied advanced statistical techniques for existing and on-going research projects.
2015-01 - 2016-05	Conservation Spatial Analyst & Outreach Co-op <i>Rouge Valley Conservation Area</i> <ul style="list-style-type: none"> Compiled spatial data and developed a suitable habitat survey map for Bobolink. Developed a python-based GIS tool to prioritize lands for future ecological restoration projects Manipulate topology and attribution data, as part of an on-going effort, to keep data of digital charts current and accurate. Conducted a habitat assessment by surveying Salamander population.
2016-05 - 2016-08	Environmental Student-Login Coordinator <i>ALS Environmental</i> <ul style="list-style-type: none"> Ensured that soil, groundwater, and surface water quality sample collection complied with Ontario Regulation 153/04 and followed up with corrective actions. Entered client information into the LIMS that facilitated analytical testing. Created a database to efficiently reduce bottle order scheduling and processing. Coordinated all health, environmental and safety issues of my department. Helped clients navigate various environmental permit processes and pass compliance audits. Wrote a groundwater/soil monitoring report and analyzed the results done at the site for clients to submit to the Ministry of Environment and Climate Change. Organized and maintained laboratory documents

Certificates

2015-06	Project Management Certificate of Completion
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Skills

- Project Management and planning skills**
- Report Writing and Editing skills**
- Research and Analytical skills**
- Database Management skills**

Software

- Esri ArcGIS/MapInfo**
- Microsoft Office Suite**

Relevant Courses

- Environmental Site Assessment**
- Soil and Water Contamination Chemistry**
- Environmental Risk Assessment**
- Site Characterization and Remediation**
- Advanced Occupational Health & Safety Management**
- Geology and Hydrology**