

# Meera Shakeel

361 Front St W, Toronto, ON, M5V 3R5 | Tel: +1 647-633-9268 | Email: meera.shakeel@mail.utoronto.ca

June 1<sup>st</sup>, 2018

Dear Hiring Manager,

## **Re: Environmental Engineer or Scientist (Intermediate Associate)**

I am writing to express my interest in the above-noted position. I have a **Chemical Engineering** degree from the University of Toronto with a minor in **Engineering Business**. As a young professional who is passionate about collaboration, team spirit and self-motivation, I wish to extend my expertise to your firm. Moreover, my excellent interpersonal and communication skills, combined with my ability to work independently as well as effectively in a team will make me an ideal candidate for this position.

Throughout the course of my studies and work experiences, I have developed skills such as the ability to function in a team environment, apply self-generated momentum and manage multiple projects running parallel with limited supervision and management of time. My degree in engineering has taught me how to transform complex engineering problems into practical, innovative, and viable solutions while a minor in business has strengthened my ability to make logical decisions and improve my interactive skills.

During my time as a Review Engineer at the Ministry of the Environment and Climate Change, I assisted senior air, noise and water engineers in numerous environmental projects which enhanced my knowledge of environmental regulations, mandated criteria for air and noise emissions, and compliance requirements and standards set by MOECC. I was actively involved in reviewing environmental assessment reports, reading engineering drawings, and drafting Environmental Compliance Approvals (ECAs).

Over the past four years, I have had opportunities to learn about project management that have sharpened my technical and soft skills. Armed with the ability to work in a dynamic and demanding environment, I learned to deliver results under pressure while leading various multi-disciplinary teams at the University of Toronto. In collaboration with five engineering students, I devised a process design for the management of stormwater at our client's facility located in Sarnia. I was actively involved in assisting the team with tasks ranging from developing the PFDs and P&IDs in AutoCAD, conducting the hazard and operability analysis of the process to analyzing data and preparing technical reports for the client. I have led numerous other team projects which required active communication, initiative, and independence on my part in order to produce quality results.

Additionally, my experience as a Communications Coordinator at U of T Developers helped me develop exceptional communication (verbal and written) and interpersonal skills. I was responsible for relaying the needs of the clientele to the project design teams for better planning and implementation of the project. My time as a Communications Coordinator was very productive for me as I learned how to develop and strengthen client relationships.

Thank you for your time and review of the enclosed resume. I would welcome the opportunity to meet and interview with you to discuss how my skills can benefit your company's highly talented team.

Sincerely,

Meera Shakeel

# Meera Shakeel

361 Front St W, Toronto, ON, M5V 3R5 | Tel: +1 647-633-9268 | E-mail: [meera.shakeel@mail.utoronto.ca](mailto:meera.shakeel@mail.utoronto.ca)

## EDUCATION

### **Chemical Engineering**

Minor: Engineering Business  
University of Toronto

**COURSES:** Environmental Impact and Risk Assessment, Environmental Chemistry, Water & Wastewater Treatment, Process Dynamics and Process Control, Mechanics, Dynamics, Reactions Kinetics, Thermodynamics, Communications, Team Strategies, Calculus and Advanced Engineering Math, Economics, Finance and Accounting, Marketing, Statistics.

## TECHNICAL SKILLS

- MS Office (Word, Excel, PowerPoint, VISIO, VBA)
- CadnaA (Environmental Noise Modelling Software)
- STAMSON (Road Traffic Noise Modelling Software)
- Basic Knowledge of C, C++, Java
- Proficient in Technical Writing/Reports
- AERMOD
- AutoCAD (2D and 3D)
- Aspen Plus Simulation Software

## SUMMARY OF QUALIFICATIONS

- Proven **analytical and decision-making skills** developed through reviewing engineering reports and tailoring terms and conditions for the Environmental Compliance Approvals (ECAs)
- Outstanding **critical thinking and problem-solving skills** developed by assisting senior engineers in multiple environmental projects at the Ministry of the Environment and Climate Change
- Excellent **communication skills** developed through the role of Communications Coordinator at U of T Developers, through interacting with clients, technical support associates and industry professionals
- Strong **customer service skills** developed through the role of Customer Relations Manager, by providing creative solutions to satisfy the customers in tough situations
- Strong **leadership and team management skills** developed by leading various multi-disciplinary teams for numerous course projects at the University of Toronto
- Valid **"G2" Ontario Driver's License** holder

## PROFESSIONAL WORK EXPERIENCE

**Review Engineer** | *Environmental Approvals Branch* | *Ministry of the Environment and Climate Change*  
*August 2016 - August 2017*

- Reviewed applications submitted by a regulated community for Air & Noise ECA and EASR approvals for site wide emissions or Limited Operational Flexibility
- Reviewed Acoustic Assessment Reports (AAR) and Emissions Summary and Dispersion Modelling (ESDM) reports
- Communicated with consultants on the deficiencies of reports via phone, e-mails or official letters
- Summarized the information and results in engineering assessment documents and prepared ECA certificates that were signed off by the supervisor and mailed to the clients
- Issued more than 25 ECA certificates to manufacturing facilities in Ontario, including automobile and metallurgical manufacturing, wood processing and food processing facilities

**Customer Relations Manager** | *Steak & Cheese & Quick Pita Restaurant*  
*September 2013 - August 2016*

- Increased sales and market presence through new P.O.S. methods
- Initiated Employee of the Month Program which served as an effective staff motivation tool
- Managed customer feedback and took appropriate actions to alleviate concerns, resulting in increased client satisfaction
- Increased efficiency of workforce through innovative production line methods

## **Communications Coordinator** | *U of T Developers*

*May 2016 - August 2016*

- Enhanced client's confidence in the organization by planning and implementing the communication strategy reflecting the company's strategic vision
- Received client requirements and relayed information to the technical team which helped to develop a strong understanding of the client's objective
- Initiated new client feedback methods to ensure client satisfaction which promoted client patronage

## **PROJECTS**

### **Stormwater Management Project** | *University of Toronto*

*September 2017 - December 2017*

- Collaborated with a team of 5 chemical engineering students to devise a process design for handling and treating stormwater at client's facility located in Sarnia
- Developed a list of alternative designs based on extensive research of industry practices and literature and consulted with the client and the faculty adviser to finalize design choice
- Designed and sized water retention ponds for holding stormwater
- Created a detailed Process & Instrumentation Diagram and plant layout using AUTOCAD and Microsoft VISIO
- Conducted a detailed economic analysis and HAZOP study of the process design
- Conducted an environmental impact assessment and reported expected results as per the Environment Canada regulations
- Prepared and presented the final process design to instructors and a panel of industry representatives

### **Air Quality Monitoring Project** | *University of Toronto*

*January 2016 - April 2016*

- Devised a sampling and testing method to monitor air quality at a residential community to be developed besides Highway 407 East
- Performed decision analysis on the feasibility of the solution using weighted decision matrices to optimize budget, sampling frequency, testing accuracy and equipment maintenance
- Conducted life cycle analysis and budget estimation for the final solution using word and excel
- Delivered presentation to client with proposed sampling and testing method

### **Design of Chemical Process** | *University of Toronto*

*September 2015 - December 2015*

- Sized two plug flow reactors under isothermal and adiabatic conditions using mass and energy balances
- Determined the conditions for key separation units to achieve 95% purity of the product
- Constructed a preliminary P&ID using AutoCAD for the chemical reaction system with quality and safety control systems

### **The Entrepreneurship Hatchery** | *University of Toronto*

*September 2015 - December 2017*

- Collaborated with the University of Toronto Hatchery program to create a website/application that would allow people to outsource everyday tasks by connecting them with skilled workers

## **AWARDS**

**Dean's Honor List** | *University of Toronto*

*Dec 2017*

**Certificate of Appreciation** | *Ontario Ministry of the Environment and Climate Change*

*Aug 2017*