

Meera Shakeel

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Education

Chemical Engineering – University of Toronto

(2013 – 2018)

Minor in Business – Rotman School of Management

(2013 – 2018)

Certifications: Engineer in Training PEO eligible, Class G2 Ontario Driving License

Core Competencies

Project Management, Leadership, Communication, Strategic Planning, Time Management, Multi-tasking, Presentation Preparation and Effective Delivery, Data Processing

Skills

Microsoft Office (Word, PowerPoint, Excel, VISIO, VBA), Aspen Plus, AERMOD, CADNAA, STAMSON, SCREEN3, AUTOCAD

Relevant Coursework

Environmental Impact & Risk Assessment, Environmental Chemistry, Water & Wastewater Treatment, Separation Processes, Process dynamics and control, Mechanics, Dynamics, Engineering Design and Practice, Engineering Leadership, Statistics, Markets and Competitive Strategies, Economics, Finance and Accounting.

Professional Experience

Environmental/OH&S Technician

Toronto, ON

T. Harris Environmental Management

May 2018 – Present

- Conducted on-site surveys for designated substances, asbestos, hazardous materials, PCM analysis and Occupational Exposure/Indoor Air Quality (IAQ) assessments
- Performed Phase 1 and 2 Environmental Site Assessments and provided consulting services for remediation projects and investigations at contaminated sites
- Inspected workplaces and supervised contractor work to ensure legislative compliance with regards to environmental risk management and occupational health and safety
- Performed project monitoring and air sampling for asbestos, lead, and mold abatement projects
- Executed site work including soil and groundwater sampling, sub-surface investigations associated with contaminated sites, and decommissioning and removal of underground storage tanks and contaminated soils

Project Coordinator – Stormwater Management Project

Toronto, ON

University of Toronto - Department of Chemical Engineering

Sept 2017 – Dec 2017

- Devised 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
- Monitored workflow and made timeline adjustments as needed using Gantt Charts
- Performed detailed CAPEX and OPEX analysis to evaluate capital and operational costs
- Implemented a criteria selection matrix and consulted with the client to finalize design choices
- Prepared and presented the final report to a panel of industry representatives

Review Engineer

Toronto, ON

Ministry of the Environment and Climate Change - Environmental Approvals Branch

Aug 2016 – Aug 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
- Assisted senior engineers in environmental projects including Cumulative Air Emissions Assessment Project
- Assisted in developing and testing Primary and Secondary Noise Screening Smart forms for ECA applications

Environmental Engineer Assistant

ECIL Consulting Services

Islamabad, Pakistan*May 2016 – Aug 2016*

- Assisted senior engineers in numerous air and water quality, solid and hazardous waste management projects
- Assessed industrial sites to determine if they satisfy environmental quality criteria
- Prepared Environmental Compliance Approval applications for facilities to ensure they are complying with environmental policies and guidelines
- Monitored sites and procedures to confirm that private and public operations are in compliance with environmental regulations

Communications Coordinator

U of T Developers

Toronto, ON*May 2015 – Aug 2015*

- 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

Extracurricular and Leadership Activities**University of Toronto Entrepreneurship Hatchery****Toronto, ON****Taskr - Co-Founder***Jan 2016 – Apr 2016*

Developed a student platform allowing University of Toronto students to connect with one another to outsource various tasks, creating a structure to provide and receive help in minutes

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

Occupational Health and Safety Trainings

- Confined Spaces: The Basics (2018)
- Orientation on Health and Safety for New Workers (2018)
- WHMIS 2015 for Workers (2018)
- AODA - IASR General Requirements (2018)
- Personal Protective Equipment: The Basics (2018)

Awards**Dean's Honor List - University of Toronto***Dec 2017***Certificate of Appreciation - Ontario Ministry of the Environment and Climate Change***Aug 2017*