Dear Sir or Madam,

Please accept this letter and resume as a representation of my desire to join the team at 30 Forensic Engineering. With my applicable skills and background, I am positive I can be an asset.

My skillset in environmental assessment and analysis is diverse. I have a demonstrated proficiency in software such as Word, Excel, and ArcGIS. My most valuable experience in the field was attained from May 2016 to September 2017. During this time, I was able to work with minimal supervision and as part of a team conducting water quality analysis and data collection within the Waterloo region. The scope of this project was that I monitor and track pollutants and dissolved sediment within the sub watershed.

My undergraduate degree was completed at the University of Waterloo in April of 2018. I graduated with a Bachelor of Environmental Science, majoring in Geography and Environmental Management and an accompanied diploma of Environmental Assessment. During my studies I gained knowledge and training on field sample collection, comprehensive reporting and environmental assessments. Additionally, I have experience with strategy reports including, but not limited to; spills cleanup procedure, various field investigation methods, and sample preparation. Furthermore, I have a 10-year hospitality background where I have developed strong people skills, the ability to work in a fast-paced, challenging environment and make meaningful connections.

My personal attributes include leadership and sound judgement, out of the box thinking and honed analytical skills. I am able to work effectively with minimal supervision and as part of a team. I have a demonstrated history of being hardworking and loyal. I practice efficient time management and ensure success with preparation followed by informed action. I look forward to discussing career opportunities with you.

Yours sincerely,

Matthew Dixon

Matthew Dixon

| 455 Front St. E, Toronto, ON, M5A 0G2 | (905) 246-9228 | [Mattdixon02@gmail.com](mailto:Mattdixon02@gmail.com) |
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# Professional summary

| An initiative-taking and goal-driven individual coupling relevant practical experience with an undergraduate degree in Environmental Science acquired at the University of Waterloo. Adept in the abilities of team management, environmental analysis, technical report writing and leadership. Excellent at cultivating strong relationships with clients, stakeholders and all levels within an organization. |
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# Experience

| May 2016-September 2017 | Water Quality Analyst, University of Waterloo 200 University Ave. W, Waterloo, Ontario (519)888-4567 ext. 33067   * Collected field samples and conducted analysis in a lab using standard scientific methods. * Often worked as a team with minimal supervision during both field and lab work. Trusted with the operation of a company vehicle. * Utilized multiple solutions such as stannous chloride, ammonium molybdate, and sulphuric acid at various concentration levels to conduct sample analysis. * Operated equipment such auto analyzer, auto pipette and used software such as Microsoft Excel to evaluate and track sample result. * Conducted data analysis and determine phosphorus, chloride and suspended sediment concentrations to forecast pollutant discharge. |
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| August 2015- December 2015 | Environmental Initiatives Assistant, *GFL Environmental Inc.* 242 Cherry Street, Toronto, Ontario (416)406-2040   * Worked individually and as a team on various projects including waste audits reports * Developed a strong understanding of spills cleanup procedure * Assisted in planning and executing waste and sewage operations for the city of Guelph |
| November 2018-Current | Custody Services Specialist, *CIBC Mellon* 1 York St., Toronto, Ontario (416)643-5000   * Prepared and edited documents and financial analysis reports for clients * Researched and collaborated with various teams within the company * Forecasted currency movements and market trends to anticipate client needs |

# Formal Education

| September 2013-April 2018 | Bachelor of Environmental Science Geography and Environmental Management, University of Waterloo, Waterloo, Ontario   * Diploma of Environmental Assessment * Member of Environmental Student Society, UW Geospatial Club and Sustainable Campus Initiative |
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# AREas of demonstrated performance

| * Project Management | * Technical Writing/ Reports |
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| * Research and Data Analysis | * Time Management |
| * Environmental Stewardship | * APGO Member |
| * Customer Service | * Proficient with Microsoft Software |

# Leadership

| UNESCO, Niagara  Junior Consultant  The primary project involved collaboration with a team of young professionals to focus on effective governance strategies for the Niagara Escarpment Biosphere Reserve. The report was prepared for the UNESCO client who was facilitating the designation of the biosphere reserve.  ***Key Achievements:***   * Lead a team in the production of a report based on research from various biospheres and supporting literature pertaining to the topic of governance and socio-environmental strategy. * Cohered to a tight schedule and adapted to a fluctuating project scope and variables. * Report received recognition from senior staff and was used as the final biosphere operation model. * Consulted directly with UNESCO representative regarding the operational costs and environmental considerations which were included into the model. * Personally created a strategy matrix in order to complete the project against constraints. |
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# References

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More references available upon request