
Environmental Analyst Resume

Job Objective

Environmental Analyst position in an established company.

Highlights of Qualifications:

- Sound knowledge of DoD
 - Ability to handle multiple tasks simultaneously and switch between tasks quickly
 - Proficient in Microsoft Office-Excel, Visio, Power Point, Word and Access
 - Profound knowledge of working with company environmental services and procedures
 - Proficient in working with federal environmental regulations, policies and compliance procedures
 - Excellent written and oral communication skills
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Professional Experience:

Environmental Analyst

Bettis Atomic Power Laboratory, Lansing, MI

August 2005 – Present

- Scheduled and organized team of analysts, scientists and other personnel in the research of complex environmental.
- Provided and advised recommendations on environmental matters in conjunction.
- Recommended changes to processes and procedures as appropriate.
- Performed and conducted problem management and escalation to support staff and management.
- Ensured that problems are handled in an expedited and efficient manner.
- Recommended resolution and implemented changes as approved.

Junior Environmental Analyst

Rio Tinto, Lansing, MI

May 2000 – July 2005

- Conducted and performed studies on the methodology and equipment used to meet environment and health standards.
 - Ensured that company and client environmental concerns are addressed.
 - Investigated and performed complex environmental compliance issues,
 - Evaluated corrective action options to ensure that analysis is accurate and solutions are feasible and appropriate.
 - Designed and implemented projects and managed long-term compliance.
 - Managed long term compliance to ensure that environmental guidelines are adhered to.
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Education:

Masters Degree in Environmental Science

University of California, Berkeley, CA

Bachelors Degree in Environmental Science
University of Arizona, Tucson, AZ

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