



Bianca Melendez

Senior Environmental Engineer

☎ (517) 555-1234 ✉ biancamelendez@example.com

🌐 [linkedin.com/in/biancamelendez](https://www.linkedin.com/in/biancamelendez) 📍 Lansing, MI 48912

STRENGTHS

- 💡 **Technical Leadership**
Guided projects through complex stages, proving effective in decision-making and encouraging team buy-in progressively.
- 👥 **Client Relationship Building**
Cultivated partnerships with clients that increased satisfaction and loyalty, often securing contract extensions through trust.
- 📁 **Proposal Development**
Successes in writing proposals led to substantial win rates while preparing materials adapted specifically for targeted audiences.
- 💰 **Budget Management**
Constantly monitored project finances, promoting transparency and maintaining profitability without compromising quality.
- 👩 **Mentoring Skills**
Invested time in junior members' development helped shape their professional growth, instilling confidence in their abilities.

SKILLS

Environmental Engineering

Project Management

Regulatory Compliance

Proposal Writing

Technical Report Writing

Client Relationship Management

Team Leadership

Risk Management

Field Investigations Data Analysis

Remediation Strategies

SUMMARY

Experienced Environmental Engineer with over six years in environmental investigation, remediation, and compliance. Distinguished by leadership skills, successfully managing project scope, budgeting, and adherence to timelines. Passionate about developing client relationships that foster collaboration and trust. Proven track record in proposal writing that drives business development initiatives, contributing significantly to the growth of the firm. Committed to ensuring quality assurance and risk management within projects. Enjoy mentoring junior staff while promoting a strong culture of teamwork and innovation.

EXPERIENCE

Senior Environmental Engineer

Green Planet Solutions 📅 June 2022 - Present 📍 Kalamazoo, MI

Lead responsibilities in environmental investigations, remediation projects, regulatory compliance, and permitting initiatives. Uphold client standards by effectively managing budgets while steering project delivery phases from start to finish. Facilitate team meetings regularly to discuss strategy and implementation of technical solutions, fostering an inclusive work environment.

- Oversaw multiple high-impact environmental remediation projects, maintaining tight schedule adherence and budget control.
- Reviewed and guided technical deliverables, focusing on minimizing risk and enhancing report quality for stakeholders.
- Built lasting partnerships with clients and stakeholders through proactive communication and regular project updates.
- Mentored engineers and interns, creating training programs that enhanced understanding of compliance regulations.
- Identified new business opportunities stemming from existing client relationships, leading to repeat contracts and referrals.
- Collaborated closely with cross-disciplinary teams, enabling the alignment of project objectives with broader business goals.

Environmental Engineer

EcoSafe Consulting 📅 January 2019 - May 2022 📍 Detroit, MI

Responsible for carrying out in-depth environmental assessments, preparing technical reports, and engaging with regulatory agencies to ensure compliance across various projects. Sustainability and safety were the driving forces behind each initiative, with direct participation in business proposals.

- Conducted environmental impact assessments, translating complex regulatory requirements into digestible action plans.
- Facilitated regulatory reviews and permitting collaborations that streamlined the overall project timeline and course.
- Implemented stringent quality control practices improving accuracy in technical documentation, equipping clients for successful audits.
- Engaged with diverse stakeholders during project presentations, using clear metrics and visuals to communicate progress and impacts.
- Initiated training sessions improving departmental knowledge on safety protocols enhancing overall team preparedness.
- Contributed significantly to successful proposals through diligent research and aligning project elements with client needs.

Environmental Consultant

Sustainable Solutions Lab 📅 August 2016 - December 2018 📍 Ann Arbor, MI

Quality Assurance

Business Development

Safety Protocols

Community Engagement

Stakeholder Coordination

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Senior Environmental Engineer at Green Planet Solutions (4.2 Years)

● Environmental Engineer at EcoSafe Consulting (3.3 Years)

● Environmental Consultant at Sustainable Solutions Lab (2.3 Years)

Focused on supporting compliance projects through field investigations and rigorous data analysis, collaborating with community-based organizations while serving local interests. Consistently sought ways to implement innovative approaches across environmental challenges, bolstering stakeholder engagement.

- Executed field studies and maintained regulatory compliance by crafting detailed analytical reports exposing project status.
- Participated in community outreach by organizing engagement events showcasing sustainable techniques and safety practices.
- Worked collaboratively with interdisciplinary teams to boost efficiency, resulting in enhanced service delivery across departments.
- Created well-researched documents demonstrating statistical findings related to environmental concerns, clarifying potential risks.
- Establishing robust communication frameworks between project teams improved information flow and reduced misunderstandings.
- Adapted learnings from previous engagements to impose improvements within procedural operations at the lab.

LEADERSHIP & AWARDS

- Dean's List, Michigan State University
- Environmental Excellence Award, Green Planet Solutions

EDUCATION

Bachelor's Degree in Environmental Engineering

Michigan State University 🎓 GPA: 3.8 📅 2016 📍 East Lansing, MI

Coursework: *Environmental Policy, Hydrology, Soil Science, Air Quality Management*

CERTIFICATIONS

- Licensed Professional Engineer (PE) 📅 2017
- OSHA 40-hour HAZWOPER Certification 📅 2020

TECHNICAL SKILLS

- **Project Management Tools:** Microsoft Project, Trello, Asana
- **Analytical Software:** AutoCAD, ArcGIS, MATLAB
- **Report Generation Tools:** Adobe Acrobat, Microsoft Word, Google Docs
- **Statistical Analysis Apps:** R, Python, SPSS
- **Survey Tools:** Qualtrics, SurveyMonkey, Google Forms
- **Compliance Standards:** EPA Guidelines, ISO 14001, NEPA Regulations
- **Environmental Monitoring Systems:** Groundwater Monitoring, Emission Tracking, Soil Sampling
- **Permitting Software:** Federal Environmental Agency Portal, State Regulatory Portals, Permit Trax
- **Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- **Public Outreach Tools:** Social Media, Workshop Facilitation, Community Presentations

PROFESSIONAL AFFILIATIONS

- Member, Society of Environmental Engineers
- Volunteer, Local River Cleanup Initiative

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST