

John Doe

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Profile

Environmental Science professional with solid experience in the areas of research, data analysis, and program assessment.

Skills Summary

- ◆ Perform baseline environmental assessment and evaluate impact
- ◆ Gather raw data, analyze and prepare reports for upper management
- ◆ Environmental sampling and field surveys

Relevant Experience

Research

- ◆ Co-authored participant questionnaires used to gain environmental data
- ◆ Performed data research for reporting and analysis for assigned projects
- ◆ Assisted with environmental sample collection to include transportation of sampling supplies, and transportation of collected samples

Organization & Analysis

- ◆ Analyzed environmental data relevant to toxicology
- ◆ Evaluated readily available data and drafted summaries and recommendations
- ◆ Assembled scientific research and findings related to studies
- ◆ Assisted with maintaining quality control of data and tracking record
- ◆ Assisted with the management of large volumes of study data

Assessment

- ◆ Assisted with assessment of detailed technical reports summarizing environmental exposure data and drafted necessary reports
- ◆ Supported principal in reviewing scientific research & findings related to environmental toxicology areas

Communication

- ◆ Prepared summaries for review by supervisor and senior management
- ◆ Recruited study participants in person, off-site, or by telephone using standardized research protocols
- ◆ Conducted telephone inquiries of the general public regarding environmental toxicology related topics

Employment History

Research Assistant, XYZ Incorporated	City, State	2013 – Present
Program Coordinator, ABC Solutions	City, State	2010 - 2013
Project Assistant, ACME International	City, State	2008 - 2010

Education

Master of Science, Environmental Policy & Management 2014

American Public University System
Charles Town, WV

Bachelor of Science, Natural Sciences with concentration in Earth Science 2010

American Public University System
Charles Town, WV