

Name  
Address  
Email/Phone

## **OBJECTIVE**

To obtain highly challenging position at a reputable company in Chemical or Environmental field through which I can contribute to the on-going success of my employer.

## **EDUCATION**

1996-2000 University name, Bachelor of Science, Major: Chemical engineering

**Key Courses:** Thermodynamics, Fluids and Heat Transfer, Analytical Chemistry, and Physical Chemistry.

1992-1995 University name, Bachelor of General Science

**Key Courses:** Medicinal/Clinical/Industrial Chemistry, Pharmaceuticals, Pharmacology, and Biochemistry.

1990-1992 University name, Associate of Science, Major: Chemistry

**Key Courses:** General Chemistry, Organic Chemistry, Physics, Calculus, and Biological Courses.

## **EXPERIENCE**

**CHEMICAL QUOTE SPECIALIST** Company name, Location, Date-Date

- Evaluated, researched, prepared and submitted quotations in response to vendors and product inquiries.
- First contact with customers and vendors to formulate competitive strategies.
- Doubled existing customer sales and maximized gross profits.
- Worked with Safety Directors of Corporate Accounts, District Sales Managers and Sales Representatives to formulate pricing and product strategies on corporate bids.
- Coordinated the ordering, manufacturing, and shipping of the specials products to the customer.
- Managed issue resolution through coordination and communication with appropriate team members and management.
- Prepared daily status reports on progress and pending problems of bids.
- Kept abreast of new products, developments and promotional focus of the Safety sales organizations.
- Team leader for Waste/Loss Reduction Management.
- Knowledge of operating strategies via ISO 9001 systems

**CHEMICAL/ENVIRONMENTAL ENGINEER** Company name, Location, Date-Date

- Targeted facilities for EPCRA-313 section inspection.
- Verified toxic release inventory reported by companies.
- Conducted site inspections for verification of legal or illegal chemical release.
- Reviewed Material Safety Data Sheets (MSDS), Compliance permits, Emission calculations, and Safety guidelines during field inspections.
- Provided written inspection reports to visited facilities with few recommendations for better Environment, Health, and Safety of all.
- Analyzed and Monitored TRI reports, Conducted audits of facilities for compliance of state/federal rules and regulations and made recommendations for corrective action when necessary.
- Provided written details regarding FOIA (Freedom of Information Act) to the requester.
- Actively used Envirofacts (EPA's Data Warehouse) for certain projects and to obtain in-death answers to certain inquiries.

**HONORS/AWARDS**

- National Mathematics Competition Award by American Mathematics Association (AMA), 1991
- Presidential Academic Award, 1990

**CERTIFICATIONS**

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**LAB TECHNIQUES**

Familiar with various General and Analytical lab techniques including data evaluation, calibration, gravimetric, complexometric/volumetric/potentiometric titration, gas chromatography, HPLC, UV-Visible molecular spectrophotometry, atomic absorption spectrometry, IR, and NMR.

**COMPUTER PROFICIENCIES**

**SOFTWARE:** Microsoft Word, WordPerfect, Excel, PowerPoint, Access, Outlook 98, Windows 2000, Internet Explorer, Fortran, Lotus Notes, Mainframe - CICS, IMEN, VEND, SIGN.

**HARDWARE:** IBM PC and Macintosh.

**SKILLS:** Self-Starter, Team Oriented, Well Organized, and Fast Learner.

**REFERENCES**

Excellent references are available upon request.