

# Client Name

## Qualifications Profile

**Diligent and service-oriented professional with demonstrated success in monitoring / overseeing environmental performance of organizations and developing / implementing environmental strategies to promote sustainable development.**

Instrumental in assessing environmental projects on ground, evaluating performance of projects and public awareness levels, and carrying out impact assessment for environment awareness projects. Adept at delivering new ideas and innovative ways of working to assist with development and maintenance of systems, policies and processes. Skilled in addressing key issues and translating findings into deliverable materials or actionable insights. Capable of training and leading team to ensure full understanding of procedures and drive effective integration of food safety / water quality processes. Equipped with exceptional leadership, interpersonal, problem-solving, innovative, communication, and time-management skills.

### Areas of Expertise

- Community Relations
- Environmental / Regulatory Compliance
- Project Management
- Quality Assurance / Control
- Strategic Planning
- Site Assessments
- Team Leadership / Training
- Emergency Response
- Food Safety Processes

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## Accomplishments

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- *Minnesota Environmental Health Association, Board of Directors (2019 - Present)*
- *Minnesota Environmental Health Association, Legislative Committee Member (2018 - Present)*
- *Member of Minnesota Environmental Health Association and National Environmental Health Association since 2000*
- *Member of American Evaluation Association (2019 – Present)*
- *Minnesota Department of Health Everyday Leaders Program (2018 - 2019)*
- *Minnesota Department of Health Mentorship Program as mentor (2019)*
- *Bemidji State University, Student Representative - PEDL (DLiTE and FasTrack) Advisory Board (2018)*
- *First Lutheran Church Council - Vice President / President – (2018 – 2019)*
- *Food and Drug Administration (FDA) Standardized Field Inspector for Minnesota (2017)*
- *FDA Program Standards Self-Assessment and Verification Audit Training (2017)*
- *Environmental Protection Agency (EPA) Environmental Laboratory Assessor Training - Microbiology, Radiochemistry, and Inorganic / Organic Chemistry (2006 - 2007)*

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## Career Experience

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**Planner Principal State**, Minnesota Department of Health, Saint Paul, MN

**2012 – Present**

Serve as planner for Food, Pools, and Lodging Services Section (FPLS), Partnership and Workforce Development Unit (PWDU) to achieve goals and objectives. Provide services as program evaluator to act as liaison and resource in establishing, analyzing, and assuring state statute and rule compliance by state / local environmental health services inspection programs. Facilitate in collaborating training, provide consultation, and liaise with local / state agencies in food, pools and lodging services regulatory, compliance, and enforcement tasks. Develop and maintain written and electronic materials, including fact sheets, letters, brochures, flyers, email lists, web content, other community relations, and health education materials to ensure zero discrepancies. Act as mentor, leader, and problem-solver for inspection staff and agency leaders to enhance productivity. Coordinate tasks with US Food and Drug Administration, Minnesota Department of Agriculture, and other entities to meet scope.

- Directed development of improved performance evaluation method for delegated programs on basis of essential elements of FDA Voluntary National Retail Food Program Standards.
- Led statewide food safety consumer communication for Food, Pools, and Lodging Services Section to ensure safety measures.
- Displayed leadership stature in developing and implementing program evaluation of 31 delegated local public health programs in State of Minnesota on basis of FDA Voluntary National Retail Food Program Standards.
- Spearheaded emergency response planning for Food, Pools, and Lodging Services Section, while complying with company standards.
- Coordinated training and provided consultation on ongoing basis to over 160 statewide foods, pools, and lodging regulatory staff regarding regulatory requirements, compliance, and enforcement activities.

**Environmental Analyst 3 | Laboratory Assessor**, Minnesota Department of Health, Saint Paul, MN **2006 – 2012**

Explained satisfactory performance, deficiencies, and corrective actions to mitigate loopholes. Delivered technical advice and training to government agencies, private laboratories, and public in order to provide quality performance. Evaluated compliance with quality assurance and other standards for certified analytes in conjunction with regulatory requirements during inspections.

- Conferred with regulatory agency representatives, such as EPA, MDH, MDA, MPCA, and DOT to address overlapping needs of environmental testing laboratories, accreditation program, regulatory agencies, and public health with integrity and efficiency.
- Assessed and approved 120 laboratories to analyze environmental samples, while adhering to current environmental laboratory accreditation standards recognized by National Environmental Laboratory Accreditation Program, Safe Drinking Water Act, Clean Water Act, Resource Conservation and Recovery Program, Underground Storage Tank Program, and Clean Air Act.

**Environmental Health Director | Water Lab Supervisor**, Lyon, Murray, and Pipestone Public Health, Marshall, MN **2000 – 2006**

Conducted inspections, plan reviews, and noncommunity water surveys for all licensed food, beverage / lodging, RCA, MHP, and youth camps and other applicable licensed establishments, while complying with applicable county ordinances and state rules / statues in Lincoln, Murray, and Pipestone counties. Delivered technical advice and training to organizations, task forces, and media upon written request.

- Monitored all tasks of agency certified water laboratory and environmental health program to streamline operations.

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## Education

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**Bachelor of Science in Biology and Chemistry** | Wayne State College, Wayne, Nebraska

**Master of Arts in Education** | Bemidji State University, Bemidji, MN

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## Licenses & Certifications

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Minnesota Environmental Health Specialist / Sanitarian | #RS598.

National Environmental Health Association Registered Environmental Health Specialist / Registered Sanitarian | #9001039

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## Awards & Honours

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**2019 MDH Team Galaxy Award** | Outstanding Teamwork in Fulfilling Minnesota Food Code Revision Activities

**2018 MDH Team Galaxy Award** | Outstanding Teamwork for Improvements to HACCP Plan Submittal and Review