

Kimberly Cichon

2721 Treasure Cove, Fort Collins, CO 80524

(970) 556-8185 | kimcichon3@gmail.com

PROFILE Accomplished and highly motivated professional with over 16 years of experience in environmental consulting looking to transition my professional background into an office administrative position. My diverse skills include: preparation of project correspondence and technical documents; coordination and implementation of field activities; data management and interpretation; report preparation; project evaluation; processing invoices and preparing purchase orders; and customer service.

KEY SKILLS

- Research regulations, policies, and SOPs
- Office health and safety coordination
- Maintain staff and project schedules
- Prepare purchase orders and process invoices
- Data entry and analysis
- Planning and time management
- Risk management
- Policy and procedure administration

EXPERIENCE **BEANTREES, FORT COLLINS, CO**

Barista, January 2017 to Present

Key Contributions:

- Prepared and served drinks and food items in accordance with health code and cafe standards.
- Greeted customers and provided friendly, personalized service to a loyal customer base.
- Performed support tasks including cleaning equipment and restocking supplies.
- Entered orders into computerized cash register; handled cash and processed credit cards; and opened/closed/balanced drawer.
- Worked well with other baristas in fast paced environment.

GZA GEOENVIRONMENTAL, INC. PHILADELPHIA, PA

Environmental Scientist, April 2001 to Present

Key Contributions:

- Prepared proposals, project budgets, invoices, and change orders for clients.
- Prepared bid specifications, reviewed subcontractor bids and qualifications, prepared subcontract agreements, purchase orders, and authorized project related payments.
- Coordinated field activities with clients, property owners, field staff, and subcontractors.
- Managed multiple projects concurrently, monitored workflow and adjusted project timelines and priorities, as necessary.
- Identified key project risks and resolved them as quickly and efficiently as possible.
- Developed and implemented numerous soil and groundwater sampling programs to delineate impacts identified from both on and off-site sources. This work included reviewing analytical data, providing recommendations, and reporting activities.
- Managed private well sampling program for 320 residents including 80 residential water treatment systems for over seven years. The program included coordinating the sampling effort with residents and laboratory subcontractor, treatment system maintenance, and reporting activities.

FUSS & O'NEILL, MANCHESTER, CT

Environmental Scientist, February 2000 to April 2001

Key Contributions:

- Conducted Phase I and Phase II Environmental Site Assessments.
- Performed quarterly groundwater sampling.
- Supervised removal of underground storage tanks and drilling activities.

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- EDUCATION** *BS Environmental Science – Edinboro University of Pennsylvania, Edinboro, PA*
- CERTIFICATION** *OSHA 40-hour Training*
 OSHA 8-hour Refresher Training (Annual)
 DOT 49CFR 170.700 Hazardous Materials Shipment and Transportation Training, (Biennial)
 First Aid/CPR
- REFERENCES** Available Upon Request