

# Valerie M. Roberts

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## Summary:

- Twelve years experience as a technical writer with the ability to handle multiple projects concurrently and work as an experienced team player, bringing enthusiasm and energy into group efforts.
- Four years experience as a project chemist validating analytical data and preparing and submitting Environmental Resource Program Information Management System (ERPIMS) database for client acceptance.
- Three years experience as the research department manager with the ability to direct and lead others to produce desired results in a timely manner.

## Education and Training:

- BS, Environmental Science concentration in Industrial Hygiene and Safety, University of Houston-Clear Lake 1996
- AA, Liberal Arts, North Harris Montgomery County College 1991
- 40-hour HAZWOPER Training 2004; Refresher 2009
- Government Contract Training 2006
- American Red Cross Standard First Aid Training 2007
- City of Houston Fire Prevention and Life Safety 2007
- Practical Loss Control Leadership Training 2007
- USACE Construction Quality Management for Contractors 2007
- USACE Wetlands Permitting Workshop 2007
- Environmental Practices Review Specialty Course: Environmental Science, Management and Policy 2008

## Experience:

- Environmental Chemical Corporation Houston/Dallas, Texas  
Staff Environmental Scientist June, 2003 – present
- Prepared and authored the following Phase III Environmental Remediation reports for submission to AFCEE and the USACE: Proposals, Work Plans, Quality Assurance Project Plans, Sampling and Analysis Plans, Health and Safety Plans, Affected Property Assessment Report, Accident Prevention Plans, Storm Water Prevention Plans, Project Closure Reports and Data Validation Reports for the government.
  - Collected, tabulated, and evaluated analytical data for Phase III Environmental Remediation projects for the government using specific state agency requirements including Texas Risk Reduction Program.
  - Validated analytical data for quality assurance and quality compliance.
  - Prepared and submitted Environmental Resource Program Information Management System (ERPIMS) to AFCEE (Air Force Center for Environmental Excellence) for data collected during Phase III Environmental Remediation for government contracted projects.
  - Coordinated document preparations, productions, assembling, and reproduction of the of document submittals for clients.
  - Inspected, performed quality control and finalized reports prior to client delivery.
  - Conferred with project managers and program managers to obtain data required for planning department activities, such as new commitments, status of work in progress and problems encountered.
  - Met with project managers and program managers on a regular basis to ensure projects completion in a timely manner.

- Worked with dedication to guarantee that each project remained within the budget, scope and goals set forth by management.
- Coordinated and presented materials at monthly health and safety meetings as the Houston safety officer.
- Trained new employees.

HBC/Terracon

Houston, Texas

Staff Environmental Scientist

May, 2000 - March, 2003

- Contributed to all aspects of researching, inspecting, preparing, performing, and writing Phase I Environmental Site Assessments.
- Contributed to all aspects of researching, preparing and writing NEPA Compliance Studies.
- Conducted interviews with a variety of people including regulatory officials, clients, and the clients' representatives.
- Interacted with clients by telephone and in person.
- Coordinated activities of department with related activities of other departments to ensure efficiency and economy.
- Conferred with supervisors to obtain data required for planning department activities, such as new commitments, status of work in progress and problems encountered.
- Met with project managers on a regular basis to ensure projects completion in a timely manner.
- Trained new employees.

Phase Engineering, Inc.

Houston, Texas

Environmental Consultant/Research

August, 1996 - May, 2000

Department Manager

- Contributed to all aspects of researching, preparing, performing, and writing Phase I Environmental Site Assessments.
- Conducted interviews with a variety of people including regulatory officials, clients, and the clients' representatives.
- Interacted with customers by telephone and in person.
- Assigned and delegated responsibility for specified work and functional activities.
- Gave work directions, resolved problems, prepared schedules and set deadlines to ensure timely completion of work.
- Coordinated activities of department with related activities of other departments to ensure efficiency and economy.
- Conferred with supervisors to obtain data required for planning department activities, such as new commitments, status of work in progress and problems encountered.
- Met with managers on a regular basis to ensure projects completion in a timely manner.
- Evaluated current procedures for accomplishing department objectives to develop and implement improved practices.
- Trained new employees.
- Taught research technique at North Harris Montgomery College.

Merichem/Meisol Company

Houston, Texas

Chemistry Laboratory Assistant Intern

June, 1995 - August, 1995

- Responsible for prepping air samples, distributing throughout the community around the chemical plant area, and collecting samples.

- Analyzed for chemicals including Cresols and Phenols.

**Professional Organizations:**

North Texas Association of Environmental Professionals

Society of American Military Engineers

Air and Waste Management Association