

# JAIMEE L. MEDUNA

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Keitu Engineers & Consultants, Inc.

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<b>WORK EXPERIENCE:</b>	<p><i>Specialist - Environment</i> <span style="float: right;"><i>2008 – Present</i></span></p> <p>Keitu Engineers &amp; Consultants, Inc., Mandan, ND</p> <p>Provides environmental and GIS technical support including preparation of GIS mapping related testimony for ND Public Service Commissions permitting of a 32-mile crude oil line in western ND. Lead contact compiling air emission inventory reports using EPA's AP-42 factors. Prepared annual EPCRA hazardous material inventory data and report submission using RMP*Submit software. Performed radius of exposure (ROE) impact predictions using US EPA Aloha air model. Prepared and submitted DHS "Top Screen" security assessments.</p>
	<p><i>Staff Consultant</i> <span style="float: right;"><i>2006 – 2007</i></span></p> <p>Keitu Engineers &amp; Consultants, Inc., Mandan, ND</p> <p>Assisting site sampling and data analysis including site subsurface investigations and Phase I environmental site assessments. Reviewed ND Department of Health files and existing air emission permits for pre-purchase due diligence studies at industrial sites. Jointly conducted site visits and prepared oil spill prevention control and countermeasure (SPCC) plans as well as stormwater plans and H<sub>2</sub>S Mitigation Plans. Compiled and submitted hazardous material information for Tier II/SARA Title III submissions.</p>
	<p><i>Assistant Manager</i> <span style="float: right;"><i>2002 – 2006</i></span></p> <p>AmericInn Motel &amp; Suites, Dickinson, ND</p> <p>Assisting with payroll and employee timesheets as well as front desk duties. Assisted customers and resolved problems and complaints. Created spreadsheets, organizing information, other various computer tasks, and creating and updating MSDS book.</p>
	<p><i>Intern</i> <span style="float: right;"><i>2005 – 2005</i></span></p> <p>SW District Health Unit, Dickinson, ND</p> <p>Test water samples from public and private wells, public pools and hot tubs. Prepared agars and broths. Conducted health and safety inspections of food establishments and daycare centers. Compiled mosquito trap count numbers into spreadsheets for West Nile Virus surveillance. Prepared contact list for restaurants for ND Emergency Preparedness &amp; Bioterrorism Unit.</p>
	<p><i>Intern</i> <span style="float: right;"><i>2005 – 2005</i></span></p> <p>Innovative Environmental Consultants, Dickinson, ND</p> <p>Researched grant opportunities for lead-based paint assessments and removal. Developed information for grant proposals. Assisted with an inspection for lead-based paint in a residence. Demonstrated proper procedure, tools used in assessments data input and reviewed final report.</p>
<b>EDUCATION:</b>	<p><i>Bachelor degree in Environmental Health</i> <span style="float: right;"><i>May 2006</i></span></p> <p>Dickinson State University – Dickinson, ND</p>
<b>ADDITIONAL TRAINING:</b>	<p>10-hour OSHA Construction Safety Training</p> <p>Annual MSHA Hydrogen Sulfide Awareness</p> <p>24-hour HAZWOPER Specialist Training</p> <p>4-hour SPCC Plan Development Training</p> <p>4-hour Respiratory Protection and Annual Refresher Training</p> <p>GPS for Mapping and Navigation Training</p> <p>4-hour Triennial Dangerous Goods Shipper and Transporter Training</p> <p>ArcGIS Training</p>