

JAIMEE L. MEDUNA

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Keitu Engineers & Consultants, Inc.

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WORK EXPERIENCE:	<p><i>Specialist – Environmental Health</i> <i>2008 – Present</i></p> <p>Keitu Engineers & 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 CFATS “Top Screen” security assessments.</p> <p><i>Staff Consultant</i> <i>2006 – 2007</i></p> <p>Keitu Engineers & Consultants, Inc., Mandan, ND</p> <p>Conduct pre-purchase due diligence studies at commercial and industrial sites. Assist site sampling and data analysis including Phase I environmental site assessments and Phase II site subsurface investigations. Jointly conducted site visits and prepared oil spill prevention control and countermeasure (SPCC) plans, storm water plans and H₂S Mitigation Plans. Compiled and submitted hazardous material information for Tier II/SARA Title III submissions.</p> <p><i>Assistant Manager</i> <i>2002 – 2006</i></p> <p>AmericInn Motel & 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> <i>2005 – 2005</i></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 & Bioterrorism Unit.</p> <p><i>Intern</i> <i>2005 – 2005</i></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>
EDUCATION:	<p><i>Bachelor degree in Environmental Health</i> <i>May 2006</i></p> <p>Dickinson State University – Dickinson, ND</p>
ADDITIONAL TRAINING:	<p>10-hour OSHA Construction Safety Training</p> <p>32-hour AIHA Basics of Industrial Hygiene Course</p> <p>40-hour HAZWOPER Training with emphasis on HazMat Specialist duties</p> <p>40-hour Asbestos Inspector and Management Planner</p> <p>4-hour SPCC Plan Development Training</p> <p>2-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>