

Resume

Tara E. Meade
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Objective:

My objective is to obtain a challenging position that will enable me to use the skills I've learned while also providing the opportunity for me to broaden my work experience and knowledge base in environmental health technology and related fields.

Summary:

I am a recent graduate of Roane State Community College's Environmental Health Technology program. I graduated with a 4.0 grade point average, and I obtained many valuable skills that will benefit any organization of which I become a part. I am a very fast learner, I have excellent communication skills, and I possess a better-than-average command of the English language. My knowledge and understanding of environmental issues and equipment is also very broad, as is my grasp of environmental industry terminology. Additionally, I recently received the award for Student-of-the-Year in the Roane State Environmental Health Technology program.

Significant Educational Achievements:

- Assisted Geology Professor with field studies related to an environmental remediation project
- Completed Environmental Law classes via independent study program
- Consistently received grades that were among the top 1% in all classes
- Environmental Health Technology Student-of-the-Year, 2007

Work Experience:

2004-2005

Cashier, Arby's Restaurant, Clinton, TN

This position demanded versatility and flexibility. Duties included taking customer orders, fielding customer complaints, reconciling cash receipts, expediting customer flow-through during peak periods, stocking condiment containers and managing drive-through operations.

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2003 Fundraising Canvasser, East TN State University (ETSU)

This position required canvassing alumni/alumnae via telephone to solicit funds for various ETSU programs and organizations. Responsibilities included concise identification of the fundraising effort, explanation of the programs the effort benefited, general discussion with alumni/alumnae and validation of identification through dispatch to third-party verification unit.

2002-2003 Cashier, Subway Restaurant, Johnson City, TN

The responsibilities associated with this position included taking and assembling customer orders, managing and reconciling cash receipts, stocking order components, and ensuring food preparation areas were kept clean. This position also required the ability to learn quickly and to adapt to changing environments as a result of the introduction of new products, etc.

2000-2002 Hostess, Red Lobster Restaurant, Oak Ridge, TN

This position required excellent verbal communication skills and the application of time and space management principles. Responsibilities consisted of: seating customers; development of seating charts based on call-ahead requests, diners already seated and diners anticipated according to historical data; taking phoned-in carryout orders, and communicating with internal customers such as wait staff, kitchen staff and management personnel. Other duties related to this position included filling in for servers and bus persons during peak periods.

Education and Training:

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AS, Environmental Health Technology, Roane State Community College

CPR and First Aid

40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER)

Environmental Instrumentation I and II

Industrial Hygiene I and II

Radiation Protection I and II

Miscellaneous Pre-requisite Courses