

# Susan Simms

## ENVIRONMENTAL SPECIALIST ♦ ADMINISTRATIVE LEADER ♦ PROJECT MANAGER

*Expertise in managing environmental programs and delivering top-level executive administrative support*

- ♦ ADMINISTERED MULTIPLE GOVERNMENT PROGRAMS. EXCEEDED SERVICE DELIVERY RATES AT 97%.
- ♦ BOOSTED ENVIRONMENTAL PROGRAM EFFICIENCIES – SLASHING 1000s OF \$\$ IN ADMIN COSTS.
- ♦ OPTIMIZED OPERATIONAL EFFICIENCY, DELIVERING EXECUTIVE ADMINISTRATIVE/PROJECT SUPPORT TO THE PUBLIC & PRIVATE SECTOR. ORGANIZED BIG DATA AND IDENTIFIED DISCREPANCIES.
- ♦ FORGED TRUSTED ALLIANCES WITH PROVINCIAL OFFICERS AND COMMUNITY PARTNERS IN CHALLENGING ENVIRONMENTAL PROJECTS. ASSESSED DATA AND PROPOSED STRATEGIC SOLUTIONS.

## PROFESSIONAL EXPERIENCE & IMPACT

### ENVIRONMENTAL SCIENTIST – ENVIRONMENTAL SOLUTIONS 4U, Hamilton, ON, 2017–Present

*Administer permits-to-take water and pesticide permits. Conduct environmental assessments. Lead air quality data management programs. Provide executive administrative support to Director. Evaluate risk assessments.*

#### Program Management ♦ Environmental Solutions ♦ Decision-Making ♦ Strategic Alliances

- Addressed risks and gaps. Surveyed applications; proposed permits for multimillion-dollar projects.
- Accelerated environmental protection, compliance, and efficiency. Created unconventional permit, adopted province-wide in 4 weeks. Teamed with Environmental Consultants on high-risk national projects.
- Determined hydrological and ecological impacts of proposed activities on regional resources. Scrutinized technical reports with applications. Recommended permit approval/denial based on legislation.
- Facilitated administration of the Crown's duty to consult while driving compliance by creating province-wide First Nations Consultation Protocol. Forged trusted relations with Aboriginal Communities.

**"Susan found a way to get everyone on the same page, and working towards a mutually agreeable goal/outcome."** – Sr. Environmental Officer, Environmental Solutions 4U

### CREW LEADER / SUPERVISOR – STATS AGENCY, Hamilton, ON, 2016

*Led 14-member team while monitoring and enhancing high performance standards for Stats Agency.*

#### Team Leadership ♦ Performance Revitalization ♦ Mentoring ♦ Exceeding Strategic Goals

- Championed a winning team that reached **Top of the Leaderboard** with list-leave and non-response follow-up programs. Distributed 5,000 forms in 9 days; averaged 10-12 interviews/enumerator, 3-4 hours.
- Delivered weekly training sessions via multimedia tools on statistics collection protocols and CMP.
- Groomed high-performance team to exceed targets based on quality assurance and cost-efficiency.

**"Susan was well-prepared in area familiarization and successfully trained enumerators on her own. Accepting directions without hesitation, she, in turn, developed a strong team of enumerators who collected high-quality data well before the deadline."** – Field Operations Supervisor, Stats Agency

### OFFICE CLERK – A1 HAULAGE & CONSTRUCTION CORP., Hamilton, ON, 2008–2014

*Oversaw executive administration: reception, accounting, payroll, scheduling, work orders, health/safety.*

#### Administrative Efficiency ♦ Regulatory Compliance ♦ Meeting Health & Safety Goals

- Regulated compliance and risks. Drove best health/safety practices with worker apparel and equipment.
- Managed administrative projects and met strict deadlines.
- Resolved customer issues by forecasting needs.

## COMMUNITY LEADERSHIP

### VOLUNTEER, SUMMER FESTIVAL – HAMILTON, ON, 2012–2015

- Earned Volunteer Award (2014) for supporting City of Hamilton with fostering strategic decision-makers, initiating behavioural change, and empowering children to drive community change.

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**"Sue has a great personality, showing dedication to customer service, and excellence in whatever she does."**

– Supervisor, Environmental Solutions 4U

- ♦ Lead Program Coordinator – the largest provincially regulated environmental programs
- ♦ Partnered with consultants on multimillion-dollar projects
- ♦ Recruited, trained, and championed a 14-member team to survey 5000 homes
- ♦ Completed Train the Trainer's Course, Stats Agency
- ♦ Evaluated technical assessments and recommended permits
- ♦ Expertise in: Client Relations, Executive Administration, Team Leader – Private & Public Sector
- ♦ Technically-savvy: MS Office, MIS, GIS, Lotus, CMP

## EDUCATION

PROJECT MANAGEMENT  
University of Waterloo,  
2017–Present

B.SC., HONOURS, ENVIRONMENT &  
RESOURCE STUDIES

Geography & Environmental  
Management  
University of Toronto, 2012

Team Leadership & Mentoring  
Analytical Problem Solving  
Solutions Development  
Astute Negotiations  
Executive Administration  
Operations Support  
Project/Program Management  
Risk Assessment/Management  
Regulatory Compliance  
Health & Safety Initiatives  
Relationship Building with  
Professionals at All Levels