

# Joy Carter

## Process engineer

### AREAS OF EXPERTISE

*Environmental Protection*

*Project Management*

*Sanitary Engineering*

*Environmental Reports*

*Risk Assessments*

*Project Status Reports*

*Waste Management*

*Recycling facilities*

### PROFESSIONAL

*IEMA Advanced Lead Auditor Course*

*Food Safety and Health Certificate*

*HACCP training*

### PERSONAL SKILLS

*Flexible*

*Hardworking*

*Punctual*

### PERSONAL DETAILS

*Joy Carter  
Dayjob Ltd  
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*DOB: 12/09/1985  
Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

Possessing excellent communication skills and having the ability to communicate professionally with residents, community groups and local authorities on sensitive issues. Highly focused with a consistent track record of successfully delivering full lifecycle implementations to tight time scales and within budget. Hands on knowledge and experience of the management processes as well as the planning and practical implementation phases of environmental projects.

Easy going by nature, and able to get along with work colleagues and managers. Currently looking for a starting position in the environmental field with a progressive company or organisation.

### WORK EXPERIENCE

***Environmental Services Company - Manchester***  
PROCESS ENGINEER April 2008 - Present

Site visits to supervise plant installation and maintenance of waste transfer facilities, including sampling and sorting of waste. Providing advice and guidance to work colleagues and third parties. Involved in preparing health and safety strategies.

#### ***Duties:***

- Project development.
- Safety inspections
- Project testing
- Make calculations
- Drawing designs
- Creating and submitting tenders
- Cost reduction / productivity projects
- Monitor and improve processes
- Identify quality and productivity problems
- Developing solution to production problems and customer services as required
- Ensuring compliance with current legislation
- Risk assessment reports
- Collating statistics and compiling reports
- Keeping records of incidents and accidents

### KEY SKILLS AND COMPETENCIES

- Motivating colleagues.
- Managing budgets.
- Producing management reports, newsletters and bulletins.
- Keeping records of inspections findings & producing reports.
- Ability to consult with all parties involved in an environmental issues.

### ACADEMIC QUALIFICATIONS

MSc Environmental Protection  
***Nuneaton University 2005 - 2008***

A levels: Maths (A) English (B) Technology (B)  
***Coventry Central College 2003 - 2005***

REFERENCES – Available on request.

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