

MEGAN KONARSKE

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QUALIFICATIONS

Dedicated biologist/environmental specialist with excellent background planning/managing variety of recycling, water quality, certification projects, and grants for recreational trails. Exceeded all grant deliverables for community development/educational goals – *Americorps* program cited in local newspaper articles. Excellent experience in program development – developed educational programs and promoted community involvement in environmental issues/programs. Multicultural experience studying natural resources abroad. Laboratory experience. Computer Proficiency: Windows 9x-XP, MS PowerPoint, MS Word, MS Excel, MS FrontPage, Outlook, Adobe PageMaker, MAC OS X.

PROFESSIONAL EXPERIENCE

NSF INTERNATIONAL, Ann Arbor, Michigan March 2006– Present
Records Specialist II; Certification Project Manager

- Manage projects for assigned customers for certification of new products and maintain certification of existing products; promptly process all records, documentation, and invoicing of services.
- Facilitate certification projects by interfacing with other departments such as the records department, lab department and field services.
- Promptly follow-up on customer correspondence and keep customer information updated.
- Compile and review necessary documentation to support Certification.

TRANSDYNE, Plymouth, Michigan August 2004 – March 2005
Sales Representative

- Sold medical transcription services to prospective customers. Evaluated transcription needs and recommend services based on customer requirements.
- Followed marketing plan to expand customer base to larger geographical area.
- Developed communications and followed-up with potential customers.

EFFECTIVE ENVIRONMENTAL SOLUTIONS INC., Detroit, Michigan June 2003 – June 2004
Project Coordinator

- Managed variety of recycling projects – responsible for research, budget management, evaluation, proposal writing, grants, and project agreements.
- Developed/wrote communications:
 - ~ Press releases, letters, etc.
 - ~ Educational workshop – coordinated guest speakers, created brochures and literature (workshop materials), served as master of ceremonies.
- Completed chemical sampling, profiling, and completed waste characterization reports to obtain approvals for materials for storage and various disposal methods along with reviewing MSDS.
- Answered telephone calls and spoke with customers to resolve customer service inquiries with accuracy, efficiency, and quality.
- Determined applicable RCRA and DOT regulations with respect to waste classification, waste treatment, and shipping & handling requirements.
- Collaborated with other companies in exploring additional potential recycling potentials and markets.

PROFESSIONAL EXPERIENCE*(Continued)*

HEADWATERS TRAILS, INC, Holly, Michigan

November 2002 – June 2003

Trails Development Coordinator

- Oversaw predevelopment grant for four recreational trails in northwest Oakland County.
- Developed partnerships with local business and community groups.
- Gained local support – organized public meetings and developed fact sheets.
- Conducted internet research.
- Maintained budget and grant funds.

MICHIGAN DEPARTMENT OF AGRICULTURE, MSU EXTENSION, Oakland County, Michigan

Michigan Groundwater Stewardship Program

October 2000 – August 2002

AmeriCorps Member, Educator, and Community Outreach Specialist

- Developed/implemented public education programs/workshops and events related to pollution prevention, The Clean Water Act, and water science for schools and community groups.
- Organized/created program materials and hands-on activities for use in schools and educational programs.
- Completed program evaluations and managed the grants budget.
- Coordinated the Groundwater Stewardship Team.
- Assisted communities in managing potential sources of water pollution.
- Assisted in developing watershed management plans – member of team that developed Wellhead Protection Plan
- Wrote press releases and performed other public relations activities.

ACADEMIC BACKGROUND**Education:**

MICHIGAN STATE UNIVERSITY, East Lansing, Michigan

Bachelor of Science in Zoology & Environmental Studies, 1999

- Lyman Briggs College of Science and Technology
- RISE: Environmental Studies Specialization
- Completed variety of independent study programs including overseas projects:
 - ~ San Salvador, Bahamas: Marine and tropical ecology
 - ~ Canadian Rockies: Geology/ecology and parks system
 - ~ Nepal: Interrelationship of park systems, socio-economic system, and natural resource preservation initiatives
 - ~ Chesapeake Bay: Intertidal regions, estuaries, and marine biology

Continuing Education (Training & Workshops):

- Soft Engineering and Stream Bank Buffers
- Phase II Storm Water Workshop for Southeast Michigan
- Marketing for the Environment
- Media and Presentation Skills
- Building Team Trust
- Urban Stream Bank Stabilization and Habitat Restoration Workshop