

Stefani S. Duncan

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9773 W Farm Road 76
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Objective	To obtain a full-time position in the field of Environmental Engineering	
Education	Missouri University of Science and Technology B.S. Environmental Engineering	May 2021 GPA: 3.57/4.00
Experience	GREDELL Engineering Resources Engineering Intern <ul style="list-style-type: none">Completed pay applications for an active water supply system upgrade projectReviewed Phase 1 plans and specifications for water distribution systemAnalyzed final plans and specifications for a solid waste treatment designIdentified errors and inconsistencies in proposed NPDES permits for water dischargesCreated bid specifications for the removal of an underground storage tankUtilized the Federal Registrar, DNR rules, and Effluent Limit Guidelines as applicable in projectsVerified that project specifications met applicable DNR regulationsCompared Gantt chart schedules to assess how individual tasks impacted the project timelineCommunicated information updates verbally and through engineering memos to the project teamsTracked project submittal requirements as outlined in the specifications Missouri University of Science and Technology Treasurer -Association of Environmental and Engineering Geologists <ul style="list-style-type: none">Managed club funds by tracking income and expensesCoordinated with campus financial professionals to meet club needsCollaborated with other officers to increase club involvement and engagement Member -Association of Environmental and Engineering Geologists <ul style="list-style-type: none">Attended a student workshop to learn about geophysical surveying and environmental samplingGained hands on experience with soil boring, logging, and testing processesEngaged in professional development by participating in various industry webinars Member -Water Environment Federation <ul style="list-style-type: none">Participated in Stream Team monitoring and clean up event to maintain stream qualityConducted chemical tests of water for pH, nitrate, and dissolved oxygen contentPerformed biological stream assessment including sampling and species identification Public Relations Sub-Team Member -Concrete Canoe Design Team <ul style="list-style-type: none">Planned social events involving multiple campus design teamsPromoted active participation within the team through social media engagementNetworked with alumni via newsletters to secure needed resources for the team Hood's Service Center Inventory Manager <ul style="list-style-type: none">Supervised and directed employees at multiple locationsEvaluated value and assured quality of commercial products across all store departmentsIdentified and analyzed trends to implement profit maximization strategiesServed as primary contact for distributors and clientsCompleted mathematical summaries of daily sales and tender to balance the booksUsed software to import price updates into the cash register systemWorked with support staff to solve technical issuesOrganized client data monthly to assess quota goal completion	Jefferson City, MO Dec 2020-Jan 2021 Rolla, MO Apr 2020-Present Apr 2019-Present Oct 2019-Present Aug 2019-Present Bois D'Arc, MO Apr 2016-Aug 2020
Skills	HEC-RAS, HEC-HMS, Excel, Outlook, Teams, Word, PowerPoint, Google Drive, Capstone	
Honors & Activities	Fundamentals of Engineering Environmental Exam- Passed Chi Epsilon- Service Chair American Society of Civil Engineers- Member Multiple Intramural Sports- Captain Bright Flight Scholarship- Recipient	OSHA 10- Certified HAZWOPER 40- Certified Missouri Prevention Center- Mentor Club Volleyball- Coach University and Excellence Scholarships- Recipient