**kailen comeau**

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**SUMMARY**

MS Environmental Policy and Science student at Northeastern University and Environmental Scientist with Atlas Technical. Experienced in environmental consulting services and has a strong interest in conservation work and policies. Demonstrated ability to work under deadlines, learn on the job, multitask, and work collaboratively or independently. Proficient in MS Office and completed HAZWOPER 40 hour training.

**EDUCATION**

Northeastern University: MS Environmental Science and Policy (currently enrolled)

University of Massachusetts Amherst: BA Economics, Minor Environmental Science (December 2020)

Directed Research Program, The School for Field Studies Australia (Jan-April 2020): Coordinated with local organizations and farmers to plot revegetation sites to regrow deforested areas of the World Heritage Rainforest. Wrote and presented a research report of sustainable travel to protected areas, the effects of tourism on the Great Barrier, and the relationship between stakeholders and the Queensland government.

**Professional Experience**

**Atlas Technical Consultants, (Atlas)**

* Environmental Scientist (*April 2021-Present*)
* Field Technician (*July 2020-September 2020*)

**Comeau Excavating Inc.**

* Project Assistant (*December 2020-April 2021*)

**Professional Experience Details (July 2020-Present)**

**Environmental Scientist for ATC Group Services LLC** (*April 2021-Present*): Work closely with the Environmental Services Division Manager to oversee administration of projects. Process AULs, write and submit legal notices, and file documents with local and state government departments. Write reports presenting lab findings for clients, ensure compliance with MassDEP guidelines, manage pre-markings of site locations for DigSafe, and schedule training. Conduct Environmental Audits and drinking water and radon sampling.

**Project Assistant for Comeau Excavating Inc.** (*December 2020-April 2021*):Assisted in project management of site contracts. Processed RFIs, safety data sheets, and maintained material data sheets for engineer approval. Processed weekly payroll and reporting to general contractors as required by contract documents. Maintained QuickBooks company file and performed various daily administrative functions.

**Field Technician for ATC Group Services LLC** (*July 2020-September 2020*): Responsible for installing a barcode system on serviceable machines in Starbucks’ stores located in MA, NH, and RI. Contacted store management and scheduled a date of implementation of the new barcode system at each location.Reviewed on-site equipment, updated the inventory.Reported any equipment or technical issues encountered and filed daily reports to area and project managers.Coordinated upcoming schedule with area manager while maintaining project deadlines.