

Emma Smythe

emma@email.com

07791011121

Final-year Environmental Science undergraduate and member of the Institute of Environmental Sciences. Recent professional experience gained through Health & Safety industrial placement year. Particularly skilled in communication and teamwork, with a passion for sustainability. Seeking a position in the Environmental Health & Safety sector.

RELEVANT EXPERIENCE

Pantheon UK

Environmental Health and Safety Undergraduate Placement Student (September 2020-September 2021)

- Demonstrated excellent data handling and communication skills through contributing to a project to improve the company's carbon footprint
- Worked as part of a team to implement the first year of the Streamline Energy and Carbon Reporting (SECR).
- Carried out research and analysis to understand the scope of the information which needed to be reported, as well as ensure the correct tools and procedures were utilised for gathering data.
- Helped to create internal procedures for SECR, requiring attention to detail, problem-solving and organisational skill.
- Demonstrated strong planning and preparation skills when handing over responsibilities to the incoming placement student, ensuring a smooth transition without any disruption to the SECR procedures.
- Conducted risk assessments for new laboratories and pieces of equipment, requiring the need to analyse situations and think logically and methodically to solve potential issues.
- Utilised strong organisational and communication skills to maintain inventory of the onsite First Responder supply cupboard, including ordering supplies and restocking equipment as required. Developed supply management knowledge and the ability to use an escalation pathway effectively.
- Presented the monthly Environmental Health and Safety (EHS) Communications pack to various safety committees, demonstrating confident public speaking and the ability to convey information effectively in a concise way.
- Arranged Awareness Days for onsite and remote staff colleagues. Creativity was key to communicate important information in an engaging manner in a short space of time.
- Completed a First Responder course in order to assist with a vaccination scheme at 2 different UK sites.

EDUCATION

University of Portsmouth:

BSc. Environmental Science (Hons) (September 2018- August 2022)

Accredited by the Institution of Environmental Scientists (IES)

Modules within the course included:

- **Research Design and Data Analysis:** Used statistical software to produce a data analysis report as well as a research proposal, demonstrating data analysis skills and attention to detail.
- **Environmental Auditing and Assessment:** Conducted carbon and noise audits, requiring technical knowledge, organisational skill and problem-solving ability.
- **Climate Change:** Explored the impacts of climate change, mitigation, adaptations, and policies
- **Dissertation Topic - Carbon Reduction Strategies.** Skills used include: researching and reading necessary literature, analysing data, performing statistical tests, utilising Excel to create tables, and demonstrating creativity and public speaking skills when presenting my project to academic staff.

Portsmouth High School and Sixth Form (2013-2018)

- A-levels: Geography (B), Biology (B) and Chemistry (C).
- GCSEs: 10; 2 A*, 6 A and 2 B grades which includes Maths and English (literature and language).
- Gained Microsoft Certified Professional qualification.

WORK HISTORY

Camp Counsellor at Camp Maria (June-August 2019) – summer camp for children aged 6 - 16

- Taught survival skills and martial arts to children of mixed age and ability.
- Utilised teamwork, communication and leadership skills to work with children as well as other staff.
- Displayed cultural awareness and sensitivity by adapting quickly to different needs and issues within a diverse group of campers and staff.
- Actively listened and communicated well with campers to help them resolve problems such as homesickness and lack of confidence in order to enable full participation in camp activities.
- Sought feedback from children and staff mentors, incorporating their ideas into future lesson plans.
- Demonstrated excellent organisational and problem-solving skills when planning lessons, as well as the ability to work flexibly and adapt my approach when needed during each session.

Lunchtime Supervisor at Fareham High School (October 2016- May 2018)

- Supervised children in the lower school during lunch and break, requiring a significant amount of responsibility and situational awareness.
- Used communication and mediation skills to help students resolve conflicts.

VOLUNTEERING

Taekwondo - Vice President of the University of Portsmouth Taekwondo Group (The White Tigers) (2019-2020)

- Worked with the committee to set strategies for recruitment, develop training programmes and undertake financial management of the club.
- Achieved 2nd Dan black belt as well as Assistant Instructor position, allowing me to teach groups of students and enable them to achieve their personal goals.

Gold Duke of Edinburgh (2017-2018)

- Motivated my group to complete the trek (which was the part of the experience I found most satisfying.)
- Listened to all members of my group so that I could assess and accommodate the team's needs.
- Demonstrated teamwork and leadership ability while leading the team through particular challenges.
- Volunteered to mentor and train the Bronze Duke of Edinburgh participants to pass their award.

HOBBIES & INTERESTS

Competitive Sports (Individual & Team)

- Regular participant in triathlons and running events. This requires a high level of self-discipline and motivation to stay fit and achieve my goals.
- Local netball team member for the past 3 years. Utilise communication, teamwork and leadership skills while having fun with friends and maintaining a positive team spirit.

References available on request.