

Team Resume

BRIDGETTE M. DORIAN

Environmental Coordinator

Certification /Technical Training

City of Houston Project/Construction Management Certified Course

Office Qualifications

Proficient in Microsoft Power Point, Word Perfect, Database Management, Microsoft Word, Excel, QuickBooks, Sema4, Outlook, Acrobat Adobe

Professional Experience

Environmental Coordinator

Ms. Dorian as Environmental Coordinator leads our ESA Phase I department and upholding the responsibility of assigning work tasks to ECMS Personnel. She also tracks the progress, performances, budget and time line execution of each project. Her position interacts with the client to document NTP, QA/QC and RFI's of presented documents and tracks project performances, invoice/budget documentation.

Administrative Director

Environmental and Engineering Liaison between President, Project Managers, Engineers and Clients, Contract/Subcontracting processing, Formal proposal presentation, Reviewed and documented all administrative procedures

Office Coordinator

HR responsibilities, design marketing materials, and standard office forms, job file organization and maintenance, coordinated staff calendars and daily scheduling.

Accounting

Process Invoices, A/R Reports, Formal Quotes And Bids, A/P Reports, Reconcile Corporate Accounts, Generate Various Financial Statements.

Employment

ECMS –16 years

ESPA Corp –3 years

Essenelle Corporation –5 years

Key Projects

- **Metro Solution-** Phase I & II Environmental Coordinator for 50 + Phase I ESA of Real Estate Acquisition Properties prior to Metro Purchasing a property along potential rail corridors.
- **Metro Solution** -Environmental with all final submission of the DEIS Investigation of the alignment, study consisting of 30 miles which finalized to become university Corridor.
- **Storm H₂O Outfall Project**, Harris County, Texas- Sub Consultant to CDM to perform Harris County Storm Water Outfall inventory using Global Positioning System Technology and Onsite Physical Investigations
- **Port of Houston** –Texas Bayport Expansion Project; Program and Project Engineering for the Expansion of Port Berthing, Storage, Transporting, Unloading and loading Facilities. Database management, Liaison between project managers and clients, process invoices.
- **Harris County Road Projects-** Planned, coordinated, & managed road projects involved with the extension or expanding of existing roads. Services entailed Subsurface Investigation for soil & ground water impacts, real estate acquisitions through corridor Phase I ESA's and Geotechnical services. Field services also required intense interactions with preexisting residence, commercial, & Industrial businesses.
- **Harris County Old Criminal Court Building-** 301 San Jacinto Houston Texas Project Mgmt & Compliance Monitoring Database Management, Liaison between project managers and clients, job file maintenance

Team Resume B. DORIAN – (cont'd)

- **City of Houston Cotswold Project-** Houston, Texas- Project Coordinator for the Cotswold Project Downtown Houston, Texas in the Downtown Management District Phase II. Overseeing Construction Inspection of Flatwork Construction and any Environmental Services.
- **New Reliant Football Stadium and Exposition Center-** Subsurface Environmental and geotechnical Investigations in Houston, Texas Database management, Liaison between project managers and clients, processed invoices.
- **Ball Park @ Union Station-** Houston, Texas complete historical restoration and renovation of the 1910 six-story Union Station Building Database Management, Liaison between project managers and clients