

Holly Hire-Me

(431) 230-0310 | hollyhireme@myumanitoba.ca | Winnipeg, Manitoba

Highlight of Qualifications

- Fourth year biosystems engineering student with a focus in water and wastewater management.
- Strong ability to collect and analyze data through fieldwork experience in sewage treatment.
- Excellent skills in environmental compliance, soil, and groundwater characterization.
- Proficient in chemical laboratory procedures and recording in a fast-paced and dynamic environment.
- An effective verbal and written communicator with 2+ years of progressive engineering experience.

Education

Bachelor of Science, Biosystems Engineering

Sept. 20XX – Present

University of Manitoba

Minor: Chemistry

Anticipated Graduation Date: May 2023

Relevant Coursework: Fluid Mechanics, Biology for Engineers, Instrumentation and Measurement for Biosystems, Design and Structural Components in Machines, Biosystems Engineering Design 1- 4

Work Experience

Research Assistant: Wastewater Analysis

Sept. 20XX – Present

University of Manitoba

- Collected and catalogued water samples from Winnipeg ponds, adhering to classification protocols.
- Adjusted equipment to attain knowledge on water purification clarity as well as disposal process.
- Developed a water sample collection jig to increase efficiency and accuracy of collection.
- Analyzed chemical content of water samples and recorded the results for professional engineers.
- Completed and consolidated documentation of field activities in written and digital formats daily.
- Operated, calibrated, and maintained project equipment and ensured all tools worked effectively.

Server

Sept. 20XX – Aug. 20XX

Moxie's Grill & Bar

- Managed customer questions and complaints quickly and effectively to secure client satisfaction.
- Maintained the highest standards of health and safety requirements while ensuring product consistency.
- Collaborated with colleagues, ensuring all team members were communicating clearly and positively.
- Prioritized tasks to maintain an efficient and organized workflow in a fast-paced environment.

Landscaping Crew Member

Sept. 20XX – Sept. 20XX

City of Winnipeg

- Provided construction administration services by overlooking progress of small-scale land projects.
- Maintained equipment regularly to ensure workflow efficiency while following closely to instructions.
- Utilized various power tools, machinery, and equipment including drill rigs and excavators.
- Tracked and reported daily progress, ensuring all daily tasks were completed and deadlines were met.

Volunteer Experience

Environmental Health and Safety Lead

Sept. 20XX – Present

UMecomotion

- Implemented new security protocols in accordance with the highest workplace safety standards.
- Trained team members in collaboration with the faculty advisor by delivering workshop presentations.
- Answered students' safety questions to ensure they could effectively apply knowledge to life situations.
- Maintained inventory of shop safety equipment and reorganizing as necessary to maximize work efficiency.

Orientation Captain

Sept. 20XX – Sept. 20XX

University of Manitoba Volunteer Program

- Collaborated with multidisciplinary team and supported members when necessary to increase efficiency.
- Trained 15 workers by conveying key points with professionalism to assure consistent representation.
- Recognized team improvement and planned methods for communicating goals in bi-weekly meetings.
- Created information guides for new students by highlighting information from self-directed resources.

Related Projects

Treadle Pump Conversion Unit

Apr. 20XX – May. 20XX

- Designed the conversion unit using SolidWorks to ensure all design options and ideas were explored.
- Built a comprehensive prototype using fabrication staff, hand, and power tools in a group setting.
- Coordinated project tasks and schedules, adhering to strict deadlines, and scheduled multiple meetings.
- Designed gear conversion unit for treadle pumps deployed in developing countries.
- Researched needs assessment to determine the most optimal design options.

Additional Skills

Office Software

DataTaker, SolidWorks, AutoCAD, MATLAB, Simulink, Microsoft Office (Excel, Word, PowerPoint, Outlook, Teams), Zoom

Industrial Control Software

VTScada, Factory Studio

Coding Languages

Python

Licenses

Class 5 Drivers License, Engineer License