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| Adriana F. V. de Souza  1155 Louis Joliet LaSalle H8N2X5. Phone: (514)561-4693  adrianafabrice@hotmail.com  LinkedIn Profile: [linkedin.com/in/adriana-de-souza-2b964916a](https://www.linkedin.com/in/adriana-de-souza-2b964916a)  LOOKING FOR A PART TIME JOB OR INTERNSHIP – EVENING/NIGHT/WEEKEND |
| *Welcome,*  *My education and experience have prepared me as an effective professional in the field of EH&S (Environmental, Health and Safety). During my grad studies, I was involved in Cleaner Production in workplaces and in implementation and maintenance of Management Systems such as ISO 9001 (Quality Management System), ISO 14001 (Environmental Management System) and OHSAS 18001 (Occupational Health and Safety Management System). Working at Xerox Corporation, Bahia, made me able to apply federal and provincial acts, regulations, policies, guidelines, and EPA standards. I evaluated (proposals, designs, drawings, emission inventories) environmental projects, made recommendations.*  *Here in Montreal I decided to open a new door in my professional career, inspired by my passion for numbers and finance management. As a student of Accounting and Management Technology program and also as a self-taught student who always seeks to deepen knowledge in the areas of my grads, I feel prepared to get into the Accounting/Finance job market here in Montreal, initially as a bookkeeper intern. I can guarantee that professionalism and responsibility are two skills that set me apart in any professional environment.*  *Overall, I am pleased with my earned knowledge, experience and competence.*  *Specialties: Bookkeeping, budget, accounting, compliance auditing, accidents and incidents investigations, environmental aspects and impacts identification and control, PDCA cycle methodology application, establishing and measuring corporate EHS&S performance, waste management, EHS&S training program for employees.* |

# Experience

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| October 2011 – November 2017Engineer, Xerox corporation • Developing and delivering EH&S/Occupational Health and Safety training;  • EH&S assessments/general program compliance audits;  • Occupational safety surveys/inspections;  • Environmental issues (air, waste water, hazardous waste);  • EHS & ISO 14001 and ISO 9001 program development;  • Sustainability projects including Corporate Social Responsibility, environmental footprint, energy use reduction, and others;  • Communicate with plant staff regarding environmental issues including regulatory requirements;  • Prepare environmental reports for Xerox Corporation management and environmental agencies;  • Interact with various Federal, Provincial and local environmental agencies as well as internal and external environmental auditors;  • Work with and provide support to plant staff to ensure compliance with applicable laws, rules and regulations;  • Practice the requirements of the Xerox Corporation safety program to ensure a safe work environment;  • Coordinate and manage environmental and permitting contractor and consultant activities. |

# Education

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| August 2021 (estimated)DEC Accounting and Management technologylasalle collegeApril 2016Bachelor's Degree in Safety Engineering, Universidade Salvador |
| January 2011Associate Degree in Environmental Education, Universidade cidade de são pAuloDecember 2009 **Bachelor's Degree in Environmental Engineering,** Faculdade de Tecnologia e ciências December 2005 **Bachelor's Degree in Biology Science,** Universidade católica de salvador |

# Skills

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| * Organization * Responsibility * Adaptability * Positive attitude * Microsoft office – Excel (Advanced) * Microsoft office – Word and Power Point * Ability to follow instructions | * Flexibility * Professionalism * Teamwork * Integrity * Mathematics * Engineering * Meticulousness |

# others

* Certified as ISO 9001 (Quality Management System) and ISO 14001 (Environmental Management System) external auditor;
* English as Second Language (Writing, Listening, Speaking and reading) – Intermediate/Advanced skills
* French as Second Language (Writing, Listening, Speaking and reading) – Intermediate skills

# professional references

**Lauro Andrade (Plant Manager)**

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