

Merle Mailloux

Administrative Assistant

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PROFESSIONAL RESPONSIBILITIES

Ms. Mailloux's responsibilities as administrative assistant include invoicing manager, technical style reviewer for reports, as well as proposals. Ms. Mailloux also reviews general correspondence for various projects, often collaborating with other offices across the country. Ms. Mailloux has helped to develop a quality assurance/quality control plan for documents that significantly increases the quality of documents submitted to various clients and state and federal agencies. Ms. Mailloux also serves as receptionist when the situation arises.

Education

Towson University, BS
English Literature, 2000

EXPERTISE

Ms. Mailloux has worked in the environmental field for 10 years. She has worked in a variety of positions including Accounts Receivable/Accounts Payable, Contract and Subcontract management, and Data Analysis. Recently, as part of a national program, Ms. Mailloux helped conduct environmental audits of major retail stores across Pennsylvania. Her responsibilities included telephone interviews, local regulations research, and verification with local authorities on compliance issues involving wastewater, stormwater, pressure vessels, ASTs, waste oil, used oil, and cooking oil. She has helped procure EPA Waste ID Numbers for several facilities and assisted the State Lead for Pennsylvania and the EPA Region 3 Coordinator with various tasks on a daily basis for both this particular phase of the project in addition to Phase II (Site Visits) and Phase III (Regulation Compliance Checks). Ms. Mailloux has also managed analytical data coming into the office for over 30 projects and prepared Discharge Monitoring Reports for various government agencies based upon that data.