

Merle Mailloux
Finance Coordinator



CULTURAL • ENVIRONMENTAL • HAZARDOUS
EVALUATION & CONSULTING



PROFESSIONAL RESPONSIBILITIES

Ms. Mailloux's responsibilities as Finance Coordinator include overseeing the company's invoicing, project budgets, and AP/AR processes. 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 and finance functions that significantly increases the quality of documents submitted to various clients and state and federal agencies.

EXPERTISE

Ms. Mailloux has worked in the environmental field for 21 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.

Education

Towson University,
Maryland, BS English
Literature