

# Melanie Lawrence, B.S.



**Melanie Lawrence, B.S.**  
*Project Administrator*

**B.S. Biological Sciences**  
California State University of,  
Fullerton, 2005

## Focused Experience

- Information Management
- Project Scheduling
- Project Controls
- Budget Management
- Quality Assurance/Quality Controls
- Client interaction
- Data collection & mining
- Meeting facilitation
- Resource utilization

## Skills

- Project Coordination
- Escrow Administrator
- Quality Assurance / Quality Control
- Project scheduling and logistics
- Assistance with client deliverable production (technical review, quality control)
- Data mining
- Record management and document control

## CERCLA/RCRA Multi-Party Experience



### **BKK Landfill, West Covina, California**

Currently assisting the PRPs Project Coordinator and Common Counsel providing administrative support including creating and maintaining project site cost tracking reports for budget analysis and cost forecasting. Present budget analysis on a quarterly basis to the full PRP Group. Maintain all project documents using a secure project specific document

repository. Create, track and maintain quarterly cash calls submitted to the PRP Group. Interact on a frequent basis with all PRPs regarding miscellaneous project tasks. Named as Escrow Administrator for settlement initiatives.



### **Malone Superfund Site, Texas City, Texas**

Assisted the Project Manager who is working as the PRPs project coordinator. Provide administrative support including creating and maintaining project site cost tracking reports for budget analysis and cost forecasting. Create, track and maintain quarterly cash calls submitted to the PRP Group. Interact on a frequent basis with all PRPs regarding miscellaneous project tasks.



### **WDI Superfund Site, Santa Fe Springs, California**

Assisted the Project Manager who is working as the PRPs project coordinator. Implement the institutional controls for the site, including frequent interaction with all parcel owners and tenants, quarterly parcel inspections to observe remedy integrity and review of all City of Santa Fe Springs permit and utility alerts. Provide oversight for any

construction work (i.e., installation of paved driveway), utility work (i.e., replacement of piping), and drilling/sampling (i.e., Phase II, including direct push of well boring and sampling of ambient air) occurring in the area of site. Assist with technical report writing and review.



### **Alhambra Urban Community Site, Alhambra, California**

Responsible for the implementation of a supplemental subsurface investigation as directed by the Los Angeles Regional Water Quality Control Board, including soil and soil sampling activities.



### **Star Lake Superfund Site, Jefferson County, Texas**

Served as the Fund Management Coordinator and Escrow Agent for the PRP Group. Providing administrative and cost tracking support, including preparation of cash calls and annual budget reports

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## Environmental Trust Experience



### Exide and Vernon Environmental Response Trust

Currently assisting the Trustee with administrative and project management assistance, including maintaining project site costs tracking reports for budget analysis, task tracking and cost forecasting.



### Former ASARCO Smelter Site, El Paso, Texas

Currently assisting the Custodial Trustee with administrative and project management assistance, including maintaining project site costs tracking reports for budget analysis, task tracking and cost forecasting.



### Former Mississippi Phosphates Corporation, Pascagoula, Mississippi

Currently assisting the Trustee with administrative and project management assistance, including maintaining project site costs tracking reports for budget analysis, task tracking and cost forecasting.



### Former Hovensa Refinery, St. Croix, US Virgin Islands

Currently assisting the Trustee with administrative and project management assistance, including maintaining project site costs tracking reports for budget analysis, task tracking and cost forecasting.



### Former Reichhold Plant, Gulfport, Mississippi

Assisted the former Environmental Trustee with administrative and project management assistance.

## Employment History

**2019 PathForward Consulting, Inc., *Project Administrator***

Multi-party CERCLA/RCRA site administrative and project management assistance and Environmental Trust management assistance.

**1999-2019 Project Navigator, Ltd., *Project Coordinator and Assistant Project Manager***

Responsibilities included: Assistance with administrative and project management assistance of multi-party sites and Environmental Trusts; Oversight and supervision of subcontractors during Phase I and II and remedial action activities; Budget and technical report writing and review; Creating and maintaining project site cost tracking reports for budget analysis, Preparation of presentations.