Jordan Pierce

Environmental Coordinator

Greenville, SC (864) 555-0126 jordan.pierce@email.com linkedin.com/in/jordanpierce

SUMMARY

Environmental coordinator with 2 years at manufacturing plants in Upstate South Carolina, handling environmental compliance for air, stormwater and hazardous waste programs. Keeps permit logs in Excel, writes procedures in Microsoft Word, and runs EHS training that keeps operators ready for state inspections.

SKILLS

- **Environmental Compliance**
- **Hazardous Waste Management**
- **Stormwater Sampling**
- **SPCC**
- **Air Emissions Reporting**
- **EHS Training**
- **Excel**
- **Microsoft Word**
- **Computer Skills**
- **Organizational Skills**

EXPERIENCE

Environmental Coordinator

07/2025 - Present

Upstate Polymer Products

Greenville, SC

Plastics compounding plant with 260 employees and a synthetic minor air permit.

- Track **85** recurring air, water and waste permit tasks in Excel, with no missed deadlines since starting.
- Manage hazardous waste management for 3 satellite areas and a 90-day storage area shipping 48 tons a year.
- Compile monthly air emissions reporting data from 12 process lines for the semiannual permit report.
- Deliver EHS training on spill response and waste labeling to 140 operators each year.

Environmental Technician

06/2024 - 06/2025

Piedmont Metal Finishing

Spartanburg, SC

Electroplating shop with 60 employees and an industrial pretreatment permit.

- Collected weekly wastewater and quarterly stormwater sampling data at **4** permitted points.
- Updated the SPCC plan inventory for 22 oil containers and ran monthly tank inspections.
- Wrote 15 work instructions in Microsoft Word for chemical handling and waste pickups.
- Reconciled waste manifests against invoices each quarter and returned signed copies within 30 days.

EDUCATION

Bachelor of Science

Clemson University

Environmental and Natural Resources

Clemson, SC

05/2024

CERTIFICATES

40-Hour OSHA HAZWOPER

08/2024

OSHA Training Institute Education Center

DOT Hazardous Materials Transportation Training (49 CFR)

09/2025

U.S. Department of Transportation PHMSA