

**Emily Spears**  
**Office Manager**

**Project Oversight**  
**Marketing**  
**Accounting**

Mrs. Spears experience in the response industry adds extensive knowledge in project coordination for SRS. Mrs. Spears provides complete and thorough documentation of all SRS projects and functions as SRS' Office Manager. She also facilitates managing SRS' accounting functions, project management, cost accounting, administrative coordination and maintains the day to day office operations.

Mrs. Spears has been instrumental in implementing an accounting tracking system to insure clients receive required documentation accurately and in a timely manner.

**Professional Experience:**

Mrs. Spears began her career at EmTech Environmental Services as an Assistant to the Operations, Resource and Proposal Managers. As an Operations Assistant, Mrs. Spears handled project documentation from conception to completion. Providing assistance in the preparation and tracking of large project reports, documentation and working with the Proposal Manager to facilitate large project proposals. Continuing her career as HR and Training Coordinator for Eagle Construction and Environmental Services where she was a direct report to the Corporate Health and Safety Manager. She maintained employment and training records, insuring compliance with local, state and federal regulations providing all regulatory reports as necessary.

Mrs. Spears served as Office Manager for Boots & Coots Special Services. Her duties included managing the day to day office operation and providing vital field information to the executive managers of the company. She worked closely with the Service Line and District Managers to increase project management efficiency and provide a consistent, professional product.

As Production Scheduler for SACHEM, Inc., Mrs. Spears scheduled all quat salt chemical campaigns and insured product specs met customer minimum/maximum specifications. Mrs. Spears fulfilled the role as ISO Document Controller for the Cleburne facility, maintaining records on all updates and revisions of chemical recipes. She worked closely with the purchasing agent insuring inventory maintained certain levels to keep chemical production at a constant pace. Mrs. Spears provided Statistical Process Control Charts to the Plant Superintendent for the Tetramethyl Ammonium Hydroxide (TMH) production. She updated and maintained monthly equipment utilization reports on all reactors and rotary vacuum dryers.

Mrs. Spears has fifteen years experience in the environmental, transportation and chemical industry and has proven office and managerial skills that are a valued asset to the SRS team.

**Education and Specialized Certifications:**

Statistical Process Control (SPC)  
ISO 900 Document Controller  
Lean Administrative Practices-Hill College  
Management Training-Hill College

Blood Borne Pathogens  
Lock-Out/Tag-Out Training  
HF Training  
Public Notary