



Lawanda Odin Associate

Education

MA – English Literature
North Eastern Hill University

AAS – Civil Engineering Technology
Hudson Valley Community College

Languages

English
Hindi (spoken)

Linked 

Experience Summary

With more than 15 years of providing support in the environmental, health, and safety field, Lawanda has the experience to be the best behind-the-scenes team player. Transforming the hard work and knowledge of the people she supports into a meaningful, impactful, and beautiful product is what she does most effectively. Lawanda makes others shine.

Representative Projects

- As Project Manager leading the administrative function of a multi-national company, Lawanda managed four direct reports and provided guidance to the entire team of admin support staff, training them in templates and standards with the aim of attaining quality, consistency, and accuracy in all work products.
- Highly skilled in Microsoft Word template creation, Lawanda incorporated feedback from several viewpoints and her admin team to re-design templates for proposal, reports, and marketing materials, making them easier to use.
- As presentation creator for the webinar team, Lawanda took technical and dry raw material and thoughtfully transformed them into story boards, showing the audience what they should visualize. She found or created graphics to convey the presenters' points clearly and gave valuable suggestions on the organization of content.
- Proofreading proposals and reports for consistent usage of terms, correcting homophone errors, and incorporating graphics to support data or viewpoint. Her command of the English language ensured deliverables had a logical flow, looked good, and were clear and grammatically correct.
- Making and manipulating Excel graphs, charts, and timelines, Lawanda saved time and effort on projects by creating collection tools/macros to consolidate data.
- Using AutoCAD, QGIS, Surfer, LogPlot, and other software, Lawanda supported projects for more than 12 years with regular production of maps and drawings. She transitioned entire client portfolios to the company database, establishing base maps and producing report maps for hundreds of sites. In addition, she drew scaled geologic cross-sections from well elevation data, and generated soil boring and well logs from field notes. She regularly generated vicinity, well search, and evacuation maps, and piping and instrumentation diagrams.
- Lawanda assisted the quality initiative of the company in developing proofreader and administrative checklists for client deliverables, as well as the deliverable process document.
- Experience in PowerBI, WordPress, QuickBooks, Adobe PDF editing/surveys, SharePoint administration, Salesforce, OrchestraCMS, Microsoft webinars, and webinar platforms such as Remo.