

KRISTI M. STEINHILBER

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Versatile, results oriented and top performing employee with former experience in an Engineering and Environmental Consulting firm. Education in Meteorology and passion for the environment and environmental issues. Continually focuses on customer excellence and how to meet the needs of internal and external customers. Tracks and resolves problems by working closely with leaders to determine issues and deliver innovative solutions. Proficient in Windows and Linux OS, Microsoft Office Suite, Microsoft Project, Adobe InDesign, Adobe Acrobat, Photoshop and Quickbooks. Core competencies include but are not limited to the following:

- *Earth Sciences Education*
- *Multi-Tasker/Detail Orientated*
- *Planning/Organizational Skills*
- *Collaborative Team Player*
- *Innovative Problem Solver*
- *Effective Communicator*
- *Mathematics Minor*
- *Technical Writing/Editing Skills*
- *Strong Analytical Skills*
- *Leadership/Motivational Skills*
- *High Level of Integrity*
- *Relationship Builder*

PROFESSIONAL TRAINING

- *Introduction to Air Quality Regulations and Permitting in Colorado – Trinity 2013*

PROFESSIONAL EXPERIENCE

Applied Weather Associates, Monument, CO
Staff Meteorologist

April 2014-Current

- Meteorological analysis of extreme precipitation events for PMP studies.
- Data mining, running of SPAS[®] software, quality control and storm analysis for past precipitation events.
- Technical editing of client reports including formatting, version control and writing.

GEI Consultants Inc., Denver, CO
Marketing Assistant

2011-2014

- Created, edited and produced company marketing materials such as brochures, booklets, posters and Statements of Qualifications.
- Organized, tracked and participated in multiple company tradeshow.
- Participated in the creation and production of proposals on a weekly basis, including upkeep of monthly calendar to keep track of crucial due dates.
- Organized, tracked and ordered marketing inventory and promotional items.
- Data entry weekly on Cosential database to update personnel resumes and records.
- Worked daily on document editing, formatting and templates.

IPS MeteoStar. Inc., Englewood, CO

2007-2011

Project Analyst/Meteorological Software Documentation Manager 2010-2011

- Created and executed the project schedule and revised as appropriate to meet the changing needs and requirements of the project.

- Set up spreadsheets and ran labor reports to track project expenses to ensure expectations remain on course.
- Constantly monitored and presented reports to top management defining the project progress, problems and solutions.
- Wrote, reviewed and edited meteorological software user manuals for the company and also for multiple Aviation, Environmental and Military customers.
- Worked closely with leaders to determine and provide specific materials based on changes in the software.
- Developed a template to be used for all company manuals to ensure efficiency and consistency in reporting new changes.

Broadcast Meteorologist 2009-2010

- Compiled, wrote and recorded hourly commentaries on websites for regional, national, international and tropical weather.

Meteorological Software Test Engineer 2007-2009

- Performed testing of LEADS[®] (Leading Environmental Analysis & Display System) software which ingests, integrates, processes, stores, and displays meteorological and environmental data.
- Worked directly with engineers to perform tests of each phase of the software development cycle including unit, acceptance and regression testing.
- Cooperated on Scrum teams to identify, track and document software deficiencies.
- Developed and executed detailed test plans coordinating with customer specific requirements.
- Quality assurance testing helped advance LEADS[®] into an operational environmental toolkit that still uses numerical models and multiple data feeds (Radar, Satellite, Water Quality sensors and others) to provide professional solutions.

Cattlehedging.com, Centennial, CO

2007

Student in Training Weather Forecaster

- Wrote and edited a 5-7 day forecast for livestock and grain producers.

Golf'n Gals Inc., Centennial, CO

Summers 2004, 2005, 2006

Sales & Marketing Assistant

- Professionally answered incoming calls, described products to customers, and placed tracked and shipped orders.
- Handled customer complaints and returns and resolved problems/issues.
- Coordinated, scheduled and set-up national and local trade shows to promote new and existing products.

EDUCATION/ACTIVITIES

Bachelor of Science in Earth Sciences, Concentration in Meteorology- Deans List

Minor in Mathematics

University of Northern Colorado, Greeley, CO

National Society of Collegiate Scholars

Member of the American Meteorological Society

Board Member of Girls in STEM Denver – Non-profit program