



ELENA A. DOMINGUEZ

Business manager with advanced degrees in business administration, natural resources and environmental management and polymer chemistry. Experienced in the areas of business administration, environmental science and chemistry. Professional responsibilities include account receivables and account payables, oversee day to day operations of the office, and assist in marketing activities.

EDUCATION AND TRAINING

- Master of Business Administration, Ball State University, Muncie, Indiana, 2007
- Master of Natural Resources and Environmental Management, Ball State University, Muncie, Indiana, 2002
- Master of Philosophy in Polymer Chemistry, Strathclyde University, Glasgow, Scotland, 1999
- Master of Environmental Consulting, Ecological Research Institute, Malaga, Spain 1998
- Master of Environmental Science, Engineering College, San Sebastian, Spain 1995
- Bachelor in Chemistry, specialization in Polymer Chemistry, University of the Basque Country, San Sebastian, Spain, 1994

EXPERIENCE AND BACKGROUND

2007 - Present **Hygiene Technologies International, Inc., Rolling Hills Estates, California**
Business manager

Responsible for accounts payable and accounts receivable, billing and process bank deposits. Monitor outstanding invoices to ensure that the receivables aging are in line with Company policies. Work with clients on collection issues and file small claims cases as needed. Oversee reception activities. Assist in hiring and training administrative positions. Make files for new employees and enroll them in health insurance programs, keep record of vacation, sick and personal days for all employees. Supervise the maintenance of office equipment. Serve as a liaison between the Company and the building management. Assist in marketing activities as needed.

2003 - 2004 **Purdue University, West Lafayette, Indiana**
Environmental Protection Specialist

Assist in operating the hazardous waste program for the University in compliance with state and federal regulations governing hazardous waste activities. Development and teaching of chemistry course training.



EXPERIENCE AND BACKGROUND (CONTINUED)

2003 - 2004 **Purdue University, West Lafayette, Indiana**
Environmental Protection Specialist

Assist with development and implementation of standard operating and emergency response policies, procedures and methods for proper disposition of hazardous materials generated at the campus.

2003 **Sherry Laboratories, Muncie, Indiana**
Intern Chemist

Performed quantitative elemental analysis of metals and metal alloys by optical emission spectroscopy (OES) and Direct Current Plasma (DCP). Preparation of standards and metal solutions according with chemical test procedures. Analysis of carbon, hydrogen, oxygen, sulfur and nitrogen by combustion.

2002 **Lee and Ryan Environmental Consulting, Indianapolis, Indiana**
Field Technician

Collected underground water samples, work with remediation and monitoring equipment, collect and synthesize data, wrote reports and assessment of contamination.

2001 **Ball State University, Muncie, Indiana**
Instructor in Natural Resources and Environmental Management

Taught Environment and Society class. Taught human roles in resource management, environmental quality and conservation, effects of population and technology on environmental systems. Synopsis of environmental ethics, outdoor recreation, and economic development. Laboratory and field activities.

2000 **Ball State University, Muncie, Indiana**
Spanish Instructor

Taught intermediate Spanish grammar class with emphasis on vocabulary usage, word order, tense relationships and linguistic devices. Trained of listening, reading, writing and speaking to students.

2000 **Indiana University – Purdue University (IUPUI), Indianapolis, Indiana**
Volunteer Spanish Instructor

Assisted students in intensive conversation class through debates and group discussions. Clarifying issues concerning Spanish and Hispanic culture.



EXPERIENCE AND BACKGROUND (CONTINUED)

1997 **Nicoplast, Navarra, Spain**
Environmental Quality Control Assistant (Part-time)

Wrote environmental and quality control reports in line with standards ISO 9000 and 14000. Assisted Staff in implementing the standards.

1997 **Tutoring, Vitoria, Spain**
Math/Physics/Chemistry Teacher

Taught Math, Physics and Chemistry to high school and college students.

1996 **Gestoria Arana, Irun, Spain**
Environmental Quality Control Assistant

Wrote environmental and quality control reports in line with standards ISO 9000 and 14000.

PAPERS AND PRESENTATIONS

- "Transformation of Fulvic Substances in the Rhizosphere during Phytoremediation of Used Motor Oil". Journal of Environmental Science and Health. Part A. Toxic/Hazardous Substances & Environmental Engineering. Vol. 39, 9: 2369-2381, 2004
- "Phytoremediation of Soil Contaminated with Used Motor Oil: I. Enhanced Microbial Activities from Laboratory and Growth Chamber Studies". Environmental Engineering Science. Vol. 21, 2: 157-168, 2004
- "Phytoremediation of Soil Contaminated with Used Motor Oil: II. Greenhouse Studies". Environmental Engineering Science. Vol. 21, 2: 169-180, 2004
- "Chemical Characterization of Fresh, Used and Weathered Motor Oil via GC/MS, NMR and FTIR techniques". Proceedings of the Indiana Academy of Science. Vol. 112, 2: 109-116, 2003
- "Thermal Degradation of Urethane Modified Polyisocyanurate Foams Based on Aliphatic and Aromatic Polyester Polyol". Polymer Degradation and Stability. Vol. 78, 1: 1-5, 2002
- "The Flammability of Urethane-Modified Polyisocyanurates and its Relationship to Thermal Degradation Chemistry". Polymer. Vol. 42, 3: 913-923, 2001
- "Monroe Central Students Learning Value of Garbage", The Star Press