

NAME

2902 Grass Lane ~ City, State 00000
(777)-777-7777~ email@yahoo.com

QUALIFICATIONS PROFILE

Accomplished professional with extensive experience in diverse areas of project management within laboratories. Proven success in managing projects from inception through completion. Adept in supervising staff members, handling administrative functions, compiling reports, achieving business objectives, and coordinating meetings. Broad knowledge base relating to compound, dissecting, and stereomicroscopes. Ability to set up Kohler illumination on the compound microscope, use polarizing light filters, take digital pictures, and record video. Skilled in using a flat bed scanner with FMBIO Analysis and StaR Call program. Foreign language exposure to German and Telugu (Indian Dialect).

PROFESSIONAL EXPERIENCE

COMPANY ANALYTICAL SERVICES – CITY, ST (2008 – PRESENT)

Laboratory Extraction Supervisor (2008 – Present)

Provided leadership and direction to daily activities in the laboratory. Supervised and mentored analysts in the extraction laboratory. Updated the project managers in daily work status. Planned all aspects of daily extractions. Trained the staff on new EPA protocols.

- Played a key role in project management functions and supported administrative tasks.
- Directed the performance of extractions, proficiency tests, and method-based tests.
- Collaborated with QAQC on improving extractions.

Safety Committee Member (2008 – Present)

Contributed to all aspects of safety management initiatives within the laboratory. Reported concerns to Environmental Health & Safety Officer. Attended monthly meetings and provided support to the Environmental Health & Safety Officer.

- Identified and resolved potential issues, which reduced onsite incidents.
- Established a safe and secure working environment for the team.
- Conducted walk throughs in the laboratory with Environmental Health & Safety Officer.

Analyst III (2008)

Maintained full responsibility for daily sample log in and bottle order creation. Prepared stock solutions and standards for extraction. Managed calibration, pipette, temperature, and balance logbooks.

- Led efforts to perform tissue, water, soil, and air extractions using EPA methods of 1613B, 8290, 8280, M23, and 1668.
- Informed project managers and clients on the status of the samples.

ALPHA KAPPA KAPPA SORORITY, INC. – CITY, ST (2006 – 2008)

National President

Supervised all members in Texas, New York, Pennsylvania, and Illinois. Coordinated all aspects of national conferences including site selection, attendance lists, and logistics. Prepared reports, attended meetings, and executed administrative management tasks.

- Served as the representative for the organization at various conferences on a national basis.
- Advocated the philanthropy of child abuse prevention and awareness across the spectrum.

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NAME LIFE TRANSITION CENTER - CITY, ST (2008)

Elementary Science Tutor

Provided tutoring services to students at Name Elementary School focused on science courses. Educated the students in supplemental course materials and promoted a better understanding of the material.

- Cultivated a positive and enriching academic environments for all students.
- Developed a design project for students in the fourth and fifth grade, which promoted the building of bridges for competitions.

NAME PROFILES CORPORATION - CITY, ST (2006 - 2007)

Laboratory Technician

Performed the daily accessioning of specimens and extraction of samples. Worked with PCR and electrophoresis/gel analysis. Handled basic laboratory maintenance tasks.

- Participated in daily laboratory activities and ensured compliance with established protocols.

EDUCATION

Master of Forensic Science, Specialization in Criminalistics (2007)

NATIONAL UNIVERSITY, San Diego, CA

Bachelor of Science in Genetics, Minor in German (2005)

TEXAS A&M UNIVERSITY, College Station, TX

Dean's List

Study Abroad Program (2002) - Bonn, Germany

ACTIVITIES

C.H.I.L.D. Week - City, ST (2003 - 2005)

- Coordinated all aspects of a cultural program at the Children's Museum in City, ST.
- Educated the community in the prevention of child abuse.
- Planned and delivered lectures for parents in the local community.
- Executed fundraisers at local restaurants to raise money for philanthropic organizations.

Boys and Girls Club of City - City, ST (2003 - 2005)

- Provided tutoring services to children in math, reading, and science.
- Hosted a spelling bee contest for elementary children.

Name House for Abused Children - City, ST (2003 - 2005)

- Secured help from various Texas University organizations for the remodeling of a house that was used as a shelter for abused children.
- Served as a Name House Planning Committee Member.