

## Name

2902 Grass Ln City, State 00000

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[email@yahoo.com](mailto:email@yahoo.com)

## EDUCATION

National University, San Diego, California

**Masters of Forensic Science**, Specialization in Criminalistics; July 2007

Texas A&M University, College Station, Texas

**Bachelor of Science**, Genetics, Minor in German; May 2005

- Dean's List, Fall 2001
- Study Abroad, Summer 2002 - Bonn, Germany- Studied German language and culture for 6 weeks.

## LANGUAGES

German, Telugu (Indian Dialect); (Conversational to intermediate)

## WORK EXPERIENCE

**Company Analytical Services**, *Laboratory Extraction Supervisor*, City, ST, November 2008 to Present

- Supervise analysts in the extraction lab
- Plan out daily extractions
- Update the Project Managers on daily work in the lab
- Over see analysts perform extractions, proficiency tests and method based tests
- Work with QAQC on improving extractions
- Train analysts on new EPA procedures

**Company Analytical Services**, *Safety Committee Member*, City, ST, November 2008 to Present

- Representative of Extraction lab
- Bring any issues and concerns to EH&S
- Assist the EH&S officer during monthly meetings
- Carry out safety walk through of the lab with EH&S

**Company Analytical Services**, *Analyst III*, City, ST, March 2008-November 2008

- Daily Sample Log in and create bottle orders
- Perform Tissue, Water, Soil and Air extractions using EPA methods of 1613B, 8290, 8280, M23 and 1668.
- Prepare Stock Solutions and Standards for extraction
- Communicate to Clients and Project Managers on the progress of their samples.
- Maintain calibration, pipette, temperature and balance logbooks

**Alpha Kappa Kappa Sorority, Inc.**, *National Board President*, July 2006-July 2008

- Supervised all members in Texas, New York, Pennsylvania and Illinois
- Plan several National Conferences
- Manage agendas, conference calls, reports and attended bi-weekly meetings
- Represented the organization at various conferences nationally
- Advocate our philanthropy; Child Abuse prevention and awareness

**Name Life Transition Center**, *Elementary Science Tutor*, January 2008-May 2008

- Arrange daily activities for students at Clemente Martinez Elementary
- Taught basic science for children in Kindergarten to Second grade
- Developed a design project where students in the fourth and fifth grade built bridges for competitions

**Genetic Company Corporation**, *Laboratory Technician*, City, ST, June 2006 to May 2007

- Daily accessioning of specimens
- Extraction of samples
- PCR
- Electrophoresis/Gel analysis
- Basic laboratory maintenance

LEADERSHIP  
ACTIVITIES

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

- Coordinated a cultural program at the Children's museum in City, ST
- Provided information and educated the community in an effort to prevent child abuse
- Planned lectures for parents in the College Station community
- Plan and execute fundraisers at local restaurants to raise money for philanthropic organizations

**Boys and Girls Club of City**, City, ST 2003-2005

- Tutored children in math, reading and science
- Hosted a spelling bee contest for elementary children

**House for Abused Children**, City, ST 2003-2005

- Arrange organizations from Texas University to help remodel a house, later to be used as a shelter for abused children
- Genesis House Planning Committee Member

SKILLS

**Microscopes/Instrumentation**

- Working knowledge of the compound, dissecting and stereomicroscopes.
- Able to set up Kohler illumination on the compound microscope and use polarizing light filters, and take digital pictures and record video.
- Can use flat bed scanner with FMBIO Analysis and StaR Call program

**Computers**

- Proficient in Windows and Mac, Microsoft Word, Excel, PowerPoint, Adobe Applications, Explorer, Internet Research.