

Tim Lauer
1009 Otto ave
Saint Paul, MN 55102
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I am writing to inform CMG of my interest in the Quality Assurance Technician position for Reichel Foods, Inc. I am

an ideal candidate for the position due to my strong work ethic and previous work history in fast paced labs. I am also a very efficient multi-tasker with a positive attitude, skills I have fine tuned not only in the lab but in the restaurant industry. My work experience has prepared me significantly for this position, which includes:

- **Apex International** in Chaska, MN. I have been employed as a Quality Control Chemist for this contract manufacturing company since August 2013. My primary responsibility is to test the in-process and bulk materials in a timely manner to ensure the product is within written specifications prior to it being released for filling. I am also responsible for logging in samples for the QC and Analytical labs and carrying out the testing of these filled goods. Being on third shift in a 24 hours operation, I have greatly sharpened my communication skills and vastly improved my time management ability.
 - **Pace Analytical Services** in Minneapolis, MN. I worked as a Lab Analyst I from June 2010 until April 2012. My primary responsibilities were to run client samples on an ICPMS, but I was also responsible for digesting samples and running various other tests on other instruments. I have a great ability to work well individually and with others.
 - **Famous Daves of America** in Saint Paul, MN. I was employed at Famous Daves from June 2004 until August 2013. Not only was I a Certified Trainer and front of house server but I also took on Manager responsibilities in the shift leading position.
- Working at Apex and Pace has significantly prepared me for the lab setting. I have not only learned the importance of keeping accurate data and records but also how to do so in an accurate and ethical way. I have the ability to learn new test methods and SOP procedures with a quick and easy pace. Customer service and giving accurate and timely results to the client (whether internal or external) is a top priority of mine.
- Stepping up to lead my peers has never been a problem, I like to lead by example but also can delegate and motivate others to successfully complete our tasks at hand.
- I am very interested in the position being offered and believe I will be a valuable asset to Reichel Foods. I look forward to hearing from you in the near future. Thank you for your consideration and time. References are available upon request.

Sincerely,
Tim Lauer

Timothy J. Lauer
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Objective Full-time Quality Assurance Technician at Riechel Foods Inc.

Education

University of Minnesota, Twin Cities, Minneapolis, MN May 2009

Bachelor of Science in Biochemistry

College of Biological Sciences

Relevant Course Work

Biochemistry I and II

General Chemistry I and II with lab

Organic Chemistry I & II with Lab Biochemistry Lab

Skills

Molecular Biology Techniques: Use of a micropipette, FTIR, Spectrophotometry, Use of digital and triple beam balances, pH testing, Viscosity Measurement

General Skill: High attention to detail, Works well with others or individually

Computer Skills: Proficient with Microsoft Office applications on both PC and MAC

Experience

Apex International, Chaska, MN August 2013 – Present

Quality Control Chemist I

pH and Viscosity adjustments for in-process and bulk non-OTC and OTC cosmetics

Filled and stability testing of non-OTC and OTC cosmetics

Performs daily data entry and monthly calibration of equipment

Pace Analytical, Minneapolis, MN June 2010– April 2012

Lab Analyst I

Inductively Coupled Plasma Mass Spectrometer (ICPMS) Operator

Prepped TCLP's and ZHE's digestion samples

Performed various acid digestions on hot blocks of water and soil samples for Mercury Analyzer, ICP, and ICPMS

Corporate Safety Officer responsible for departmental safety compliance

First Aid, CPR, and AED certified

Famous Daves, St. Paul, MN June 2004 – August 2013

Shift Leader, Trainer, Server

Manage and motivate kitchen and server staff

Ensure accuracy of financial records and restaurant inventory