

## PROFESSIONAL EXPERIENCE

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### *Guest Service Expert/Cook*

**Smashburger**, Lafayette, CO

01/2013 – 03/2015

- Administered excellent customer service and in return, boosted sales, and feedback for the company
- Provided functional guidance, training, and assistance to new staff members
- Effectively handled multiple projects with the ability to prioritize in a fast pace environment

### *Specimen Database Administrator*

**University of Colorado - Entomology Lab**, Boulder, CO

02/2013 – 05/2014

- Collaborated with a variety of institutions to design a digital collection of the specimens
- Documented information on the labels via Biota database manager
- Verified information on the numerical barcodes for accuracy

### *Student Assistant*

**Joint Institute for Laboratory Astrophysics (JILA)**, Boulder, CO

11/2012 – 12/2013

- Modified and improved filing systems
- Classified information according to guidelines such as chronological, alphabetical, or numerical order
- Performed general clerical tasks such as data entry, operating office machines, and sorting

## EDUCATION

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**Bachelor's Degree in Ecology and Evolutionary Biology**

08/2010 – 5/2015

University of Colorado at Boulder, Boulder, CO

## RELEVANT COURSE WORK

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- General Biology and Lab, General Chemistry and Lab, Statistics and Research Methods, Genetics: Molecules to Populations, Mammalogy Field Course, Behavioral Genetics, Evolutionary Biology, and Argument in Scientific Writing

## INTERNSHIP EXPERIENCE

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### *Office Assistant*

**The Sierra Club – Rocky Mountain Chapter**, Denver, CO

05/2012 – 08/2012

- Designed and constructed a panel for company partner Sungevity
- Successfully prompted individuals to sign up to become a member of the Sierra Club or receive quotas
- Individually managed multiple campaigns to increase awareness for environmental issues

## VOLUNTEER EXPERIENCE

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### *Volunteer*

**Colorado Pug Rescue**, Strasburg, CO

5/2012 – 10/2012

- Accomplished the goals set by the organization by finding homes for many of the pugs
- Contributed in caring for the pugs by walking and cleaning up after them
- Prepared booths for volunteers to maintain

### *Lab Volunteer*

**Flaxman Lab**, Boulder, CO

5/2012 – 07/2012

- Aided lab coordinators in feeding and caring for all the plants and animals in the lab
- Provided assistance for field work: Collecting, testing, analyzing, and recording samples