

CÉLESTE PRITCHARD
1601 Pearl Street Apt. 8 | Denver, CO 80203
206-288-9432 | celeste.pritch@gmail.com

July 11, 2014

Dear Hiring Manager:

I am writing to express my great interest in the Technician II position at your company, as I believe I am an ideal candidate for the position. My extensive experience in analytical and synthetic chemistry has provided the necessary skills and motivation to be an excellent asset to your company.

During my time at Smith College, I had 4 years of lab experience that included 2 years of analytical lab experience, and 2 years of synthetic organic lab experience. In my past course work, I conducted environmental elemental analysis using instruments including but not limited to: IC, GC/MS and HPLC. This past summer I had the pleasure of working as a Chemistry Research Assistant in the Lambert Lab at Columbia University. At Columbia, I was able to hone my synthetic laboratory skills. By diligently maintaining detailed records I was able to reproduce results accurately. I performed experiments, analyzed data, and contributed effectively to the research as a result of my time-management and organizational skills. During my senior year, I greatly strengthened my multi-tasking skills while completing my honors thesis. While preparing for my thesis defense, I developed my interpersonal skills in a small group setting as well as high-tension public speaking.

I am certain that my passion for chemistry will positively contribute to your company. Not only will I bring the knowledge necessary to complete tasks efficiently, I will creatively handle problems and go above and beyond in order to find the most effective solutions. I welcome this opportunity to contribute my enthusiasm and initiative to your organization. I am available at your convenience for an in-person or phone interview, and I look forward to hearing from you soon.

Sincerely,



Céleste Pritchard

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EDUCATION

Smith College, Northampton, MA | Bachelor of Arts degree with Honors in Chemistry *Earned May 2014*
First Group Scholar (2011), Dean's List Scholar (2010-2012)
Chemistry Honors Thesis: Synthesis and Chromatographic Separation of 2-methyl-6-ethylcyclohexanol

Ewha Woman's University, Seoul, South Korea *Summer Quarter 2012*
International Exchange and Study Abroad Program

SKILLS

Laboratory: Synthetic and analytical techniques including but not limited to: TLC, column chromatography, recrystallization, distillation, 1- and 2-D NMR, Mass Spectrometry, HPLC, IR spectroscopy, Ion Chromatography, Graphite Furnace Atomic Absorption Spectrometry, GC-MS, ICP-OES, ICP-AES, Flame Atomic Absorption Spectrometry, and PCR.

Computer and Research: Proficient on both PC and Mac OS, with extensive knowledge of Microsoft Excel, Chemdraw, KaleidaGraph and Mathematica. Comfortable using online databases, websites, and journals for research.

Language: Proficient Korean, basic French.

RESEARCH EXPERIENCE

Chemistry Honors Research *September 2013 – May 2014*
Shea Lab, Smith College, MA

- Synthesized and separated stereoisomers of 2-methyl-6-ethylcyclohexanol for anesthetic investigation
- Composed accurate records for future reference and to prepare written reports periodically
- Maintained an organized working environment to ensure safety of fellow students

Chemistry Research Assistant *May 2013 – August 2013*
Lambert Group, Columbia University, NY

- Contributed effectively to the synthesis of cyclopropenium ions as phase-transfer catalysts
- Discussed methodology and collaborated with other researchers to summarize results
- Worked independently using synthetic laboratory techniques to synthesize compounds of interest
- Utilized ¹H NMR, ¹³C NMR, and mass spectrometry to analyze hundreds of samples for future publications

COMMUNICATIONS EXPERIENCE

Health Administration Intern *July 2012 – August 2012*
Seoul Bright Eye Clinic, Seoul, South Korea

- Interpreted for English-speaking patients during examination and surgery processes
- Translated documents from Korean to English for clinical use and led daily English lessons for employees
- Examined the eyesight and intraocular pressure of patients to determine surgery compatibility
- Observed over 20 LASIK, LASEK, and ICP surgeries to become familiar with each process

LEADERSHIP EXPERIENCE

- *Internship Fund Assistant*, Lazarus Center for Career Development, Northampton, MA *September 2011 – May 2014*
- *President and Concertmaster*, Smith College Orchestra, Northampton, MA *April 2013 – May 2014*
- *Barista*, Juice Pedaler, Brooklyn, NY *May 2013 – August 2013*
- *Administrative Assistant*, Raedeke Associates, Inc., Seattle, WA *May 2011 – June 2012*
- *Academic Advisor*, Smith College, Northampton, MA *August 2011 – May 2012*
- *Treasurer*, Liberty in North Korea, Smith College, Northampton, MA *March 2011 – May 2012*