

# **Courtney Rayle**

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## **Objective**

It is my desire to utilize and contribute my knowledge of the scientific process to research, education programs, and developing techniques. I wish to find employment with a company that will allow me to advance and be part of that company for the span of my career.

## **Professional Profile**

A detail-oriented, self-starter with over five years of laboratory experience split between working on research for graduate school and teaching undergraduate course work. Praised for ability to quickly solve problems on the spot and effectively communicate ideas and theories. Seeking to expand scientific knowledge with industrial experience as part of a team.

## **Education**

Bachelors of Science in M.C.D. Biology and in Physics  
University of Colorado

Masters of Science in Biology  
University of Northern Colorado

Master of Science in Chemical Research (in progress)  
University of Northern Colorado

## **Highlights of Qualifications**

- Served on the UNC Chemical Safety Revision Committee to standardize and implement new and existing safety procedures for use in student and research laboratories
- Utilizes GLP to maintain safe, efficient work environment
- Researches new and current media for information pertaining to projects and procedures
- Performs various laboratory procedures for research purposes, including use of HyperChem, titrations, distillations, pipetting, and dilutions
- Proficient in MS Word, Excel, Power Point, and other computer programs
- Excels in tasks requiring attention to detail, motivated focus, and composure under duress
- Dedicated to learning new techniques and aiding others
- Experienced in plant and animal care

## **Work Experience**

**Teaching Assistant/Laboratory Researcher:** University of Northern Colorado, Greeley CO

09/2009 – present

- Maintains stockroom functionality during night shift
- Performs various laboratory procedures for research purposes, including use of HyperChem, titrations, distillations, pipetting, and dilutions
- Lectures over important biological and chemical concepts
- Guides inquisitive learning of first-year students
- Maintains safe environment
- Organizes and grades student assignments weekly
- Attends meetings to better facilitate student learning
- Performs all experimental procedures before students to ensure student safety and laboratory preparedness
- Researches new material for use in teaching assignments and personal research
- Aides in student inquiries outside of assigned teaching time

**Head Editor:** Terra 2.0 Project

07/2013 – present

- Organizes notes into coherent documentation
- Proofreads documents for grammatical/spelling errors
- Performs consistency checks on documents
- Innovates new concepts for incorporation into later project development

**Tutor:** Front Range Community College, Longmont CO

12/2006 – present

- Facilitates student comprehension of basic concepts in math, chemistry, biology, and physics
- Engages students in utilizing new concepts in everyday life
- Aides students in learning difficult concepts
- Organizes paperwork on student progression weekly
- Communicates problem areas of the curriculum to professors to allow for better overall student understanding

**Reuse Technician:** Davita, Lakewood CO

02/2009 – 05/2010

- Maintained medical equipment for use by patients
- Organized stock room for use by facility
- Performed water quality checks every six hours, as per OSHA regulations
- Mixed bicarbonate water supply for use by dialysis patients
- Minimized medical waste via reports on patient usage of dialyzers

- Attended weekly meetings on better patient care

**Substitute Teacher:** St. Vrain Valley School District, Longmont CO

02/2005 – 02/2009

- Taught multiple grade levels, all subjects as necessary
- Created teaching plans based on minimal information under emergency conditions
- Maintained order of large groups of adolescents with minimal aid
- Provided feedback on student comprehension and learning deficiencies

**Human Resources Assistant:** North Valley Rehabilitation Hospital, Thornton CO

08/2005 – 11/2005

- Re-organized employee filing system via state mandated regulations
- Completed paperwork for employees missing forms in their files
- Efficiently guided visitors to proper destinations
- Maintained phone system during emergencies
- Performed general office work (typing, copying, filing)

**Kennel Assistant:** Longmont Small Animal Hospital, Longmont CO

11/1998 – 12/2001

- Kept kennel area clean and organized
- Aided with restraining problem animals
- Administered animal medications under supervision
- Processed X-ray film

**Community Service**

St John's Catholic Church <i>Not Just Knitters Group</i>	2009 – present
Boulder Community Hospital	2007 – 2008
Longmont Humane Society	2004 – 2005
Longmont Therapeutic Riding Academy	1999 – 2001