

# Sara Speak

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- Experience in organic and analytical chemistry laboratory procedures, data collection and analysis.
- Experience in characterizing known and unknown molecules/mixtures using ICP, HPLC, GC-MS, IR, FTIR, UV-Vis, Ion chromatography Particle Size Analyzer, and NMR spectroscopy.
- Experience working directly with manufacturing facilities to test products.
- Extensive knowledge in microbiology, chemistry, and mathematics.
- Excellent oral and written communication skills.
- Proficient in Microsoft Office programs. Working knowledge of R and Python applications.
- Excellent scientific writing, record keeping, technical presentation and persuasion skills.
- Experience working with NPDES regulations and requirements.
- Experience working in wastewater treatment processes.
- Excellent sampling and bench top analysis techniques.
- Experience in QA/QC procedures ensuring compliance according to SOPs, FDA, ISO, and cGMP guidelines.

Authorized to work in the US for any employer

## Work Experience

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### **Product Application Specialist I&E/Factory Service Technician**

Veolia - Boulder, CO

June 2022 to Present

- Perform diagnostic testing, repairs, troubleshooting diagnostic files, performing test, calibrations, verifications and routines on the Total Organic Carbon (TOC), Total Nitrogen (TNb) and Volatile Organic Carbon (VOC) instruments to which assigned while observing all applicable safety procedures.
- Analyze instrument performance and maintain clear records of corrective actions.
- Communicate with customers and accurately record Salesforce Work Order details.
- Maintain and establish an efficient workflow.
- Create customer estimates, collect customer PO's, create invoice orders for billing purpose in Salesforce.
- Accurately account for all inventory transactions associated with the repair process in SAP.
- Maintain familiarity with all laboratory test and calibration routines required in the service process, as well as procedures for issuing calibration certificates.
- Maintain and repair test fixtures per controlled laboratory procedures.
- Able to follow procedures and best management practices while practice good judgement.
- Participate as a member of one of the site's safety team and in various assigned team projects,
- Travel (25-40%) to support new demos and applications or method development, visit customers and provide technical expertise to the sales team.
- Answer product technical and application related questions addressing queries promptly and accurately using resources as necessary.

- Demonstrate excellent oral and written communication skills through scientific writing of technical application notes, promotional documents, and technical papers in professional magazines or journals. Present products and applications at trade shows and seminars.
- Identify new market opportunities, potential growth partners, market and competitive research, making and testing helpful product recommendations, and relaying this information to the manager and other relevant stakeholders.
- Learn multiple different instrument interfaces, applications, settings and configurations.

### **Chemistry Lab Technician III**

Leprino Foods - Denver, CO

March 2020 to June 2022

- Performs and interprets complex scientific analyses requiring a high degree of knowledge and expertise.
- Responsible for maintaining lab equipment and for ensuring that samples are handled and processed following established procedures and regulatory guidelines.
- Able to follow procedures and practice good judgement.
- Ensures prescribed QA/QC standards are maintained.
- Maintains detailed and accurate records of all test results, comments, deviations, and control information.
- Advise and train others on how to perform processes within the unit and participates in collaborative problem-solving.
- Perform effectively in a collaborative team environment.
- Supports chemistry testing through sample and supply receiving, housekeeping/cleaning, proficiency testing and project support.
- Enters sample and test data into computer databases to ensure products are meeting published customer service standards.
- Multitask and complete work in a timely manner.
- Performs basic housekeeping duties in lab including cleaning lab equipment, glassware, and routine maintenance of the chemistry lab equipment. Maintain appropriate lab inventory.
- Reagent and analytical standard preparation, sample preparation, instrumental analysis, data reduction and reporting for ICP-OES.
- Ensure compliance with ISO17025 and Standard Operating Procedures (SOPs).
- Devises improvements, updates, and/or modifications to existing methods and procedures through method validation and/or verification studies, interprets the results, and creates SOPs for such methods.
- Performs routine and emergency maintenance, repair, and calibration of instruments.
- Analyze instrument performance and maintain a clear record on corrective actions taken.
- Performs peer reviews of data packages based on ISO17025 requirements and prepares data for entry or upload through customized excel worksheets into the Laboratory Information Management System (LIMS) and SAP database. Record keeping.
- Position helps maintain a safe, organized, and sanitary environment in the laboratory.

### **QA Lab Technician-Astrix Contractor**

MillerCoors - Golden, CO

May 2019 to March 2020

- Performs timely and accurate aseptic sampling and processing of samples throughout the brewing, fermenting, conditioning, and packaging functions.
- Responsible for maintaining lab equipment and for ensuring that samples are handled and processed following established procedures and regulatory guidelines.
- Monitor instrument performance and keep clear records on corrective actions taken.

- Calibrate and troubleshoot lab equipment.
- Ensures prescribed quality assurance (QA/QC) standards are maintained.
- Advise and train others on how to perform processes within the unit and participates in collaborative problem-solving.
- Report and provide consultation regarding test results.
- Multitask and complete work in a timely manner.
- Ensures accurate and timely scientific laboratory analyses are provided in support of food, and water safety.
- Aseptically prepares and dispenses microbiological media into plates or bottles.
- Processes samples using aseptic techniques onto filters, plate, and liquid media, incubates samples per specification for consistent growth and analyses of microorganisms.
- The large number of samples processed (>250,000 annually) requires critical attention to methods and conditions. Inputs all sampling location and times into the Micro-Quality databases in a timely and accurate manner.
- Perform effectively in a collaborative team environment.
- Maintains a safe clean, sterile laboratory work environment. This includes daily maintenance, cleaning and sterilizing of sampling bottles, equipment (sterile filtration apparatus, autoclaves, incubators, etc.) tools, and work areas.
- Requires extensive walking and standing in wet-cold, hot-dry dusty areas.
- Able to extensively use microscopes, pH meter, autoclaves, Millipore filtration and incubators (aerobic and anaerobic).
- Able to follow procedures with little to no supervision and practicing good judgement.

### **Teaching Assistant**

MSU Denver - Denver, CO  
January 2019 to May 2019

- Assist students with questions on lab procedure concepts and experimental set-up.
- Performs and interprets complex scientific analyses requiring a high degree of knowledge and expertise.
- Preparing and analyzing samples and specimens for organic and inorganic compounds/metabolites.
- Responsible for maintaining lab equipment.
- Preparing laboratory for experiments and perform housekeeping.
- Run analysis on student samples under various instrumentation including, but not limited to, NMR, IR, GC, HPLC and AA spectroscopy.
- Assist in method development and analysis of known and unknown organic compounds for student projects.

### **Senior Phlebotomist/Lab Tech/Machine Repair**

CSL Plasma - Arvada, CO  
March 2015 to July 2018

- In compliance with SOPs, performs all aspects of the pheresis procedure and plasma collection, including donor set-up, donor monitoring and donor disconnect.
- In compliance with SOPs, German Health Administration (GHA) and Food & Drug Administration (FDA) guidelines, performs venipuncture on donors to begin pheresis process.
- Evaluates vein performance of the donor to identify possible problems; makes necessary corrections to expedite donation time and ensure product quality and donor safety. Ensures donation process is efficient and adjusts when necessary to make the process a positive experience for the donor.
- Collects arm samples or whole blood samples from donors for testing.

- Maintains confidentiality of all personnel, donor, and center information.
- Educate new donors on the use of therapeutic products made from donated plasma.
- Explains the screening process, the health screening tests performed, the appointment system, donation fees, center policies, proper nutrition, and any other information pertinent to the donor. Ensures that all donor questions are answered timely, accurately, and professionally.
- Accurately analyze machine components and diagnose errors of machine performance according to Haemonetic's operator manual. Perform calibration and diagnostic tests, order parts as needed.
- Responsible for quality assurance of phlebotomy, lab, and machine operations.
- Communicate clearly with the quality department for enforcing SOP/cGMP compliance.
- Follow strict aseptic technique to ensure donor safety and product integrity according to FDA and GHA guidelines.

### **Neurology Research Intern**

University of Colorado Hospital - Aurora, CO

May 2011 to January 2012

- Safely handles patient cerebral spinal fluid samples and maintain strict confidentiality of patient information according to HIPPA guidelines.
- Conduct Western Slot Blot experiments on patient's cerebral spinal fluid and blood serum against control IgG antibodies.
- Clean and stock laboratory equipment, order equipment as necessary.
- Responsible for updating and accurately recording data.
- Meticulously collect, handle, and transfer all biological samples in laboratory.
- Used Flour Chem. Q machine for imaging.
- Stock IgG subclasses for experimental procedures.
- Collect, analyze, and submit data using Microsoft programs.
- Clearly communicate results and data to supervisor and team.

## Education

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### **Bachelor of Science in Chemistry**

Metropolitan State University of Denver - Denver, CO

May 2019

### **Bachelor of Music in Violin Performance**

Metropolitan State University of Denver - Denver, CO

August 2008 to December 2013

## Skills

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- Quality control
- Microsoft Word
- Customer service
- Microsoft Excel
- Microsoft Access
- Communication skills
- Outdoor work

- GPS
- SQL
- Analysis skills
- Quality assurance
- FDA regulations
- QA/QC
- Project management
- Analytical chemistry
- Management
- CGMP
- Manufacturing
- Calibration
- Machining
- Data entry
- Contracts
- Lean manufacturing
- Precision measuring instruments
- Quality systems
- Document management
- Laboratory information management systems
- Laboratory experience
- Gas chromatography
- 5S
- Quality inspection
- Research & development
- Data collection
- Technical writing
- Product development
- Continuous improvement
- Data analysis skills
- Leadership
- Regulatory reporting
- Research
- Presentation skills
- Quantitative analysis
- Specimen collection / processing
- NIST standards
- SAP
- SharePoint
- Adobe Acrobat

- Customer relationship management
- Windows
- Databases
- Technical support
- Network support
- Machine learning
- Typing
- Proofreading
- Product management
- Salesforce
- Application support
- Sales
- Marketing
- Product demos
- Restaurant experience
- Quality management
- Organizational skills
- Statistical analysis
- Computer networking
- Quantitative research
- Document management systems
- Microsoft Powerpoint
- Food production
- Food industry
- Computer skills
- Relationship management
- Microsoft Office
- High-performance liquid chromatography
- Writing skills
- Research laboratory experience
- GLP
- Wastewater treatment
- Microsoft Outlook
- Water treatment
- Database management
- Environmental consulting
- Employee evaluation
- Team management
- Wet chemistry

## Languages

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- French - Beginner
- American Sign Language - Beginner

## Links

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<http://www.linkedin.com/in/sara-speak-b1b661b3>

## Awards

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### **National Honor Society of Leadership and Success**

March 2019

- Attend 3 speaker broadcasts on the topic of leadership, identifying goals, facing challenges, personal growth and successful transitioning from college to career.
- Attend 3 successful networking team meetings to provide peer coaching to achieve goals. Support the network of goal-oriented likeminded student on campus.

### **National Engaged Leadership Award**

March 2019

- Attend 6 speaker broadcasts on the topic of leadership, identifying goals, facing challenges, personal growth, and successful transitioning from college to career.
- Attend 6 successful networking team meetings to provide peer coaching to achieve goals. Support the network of goal-oriented likeminded students on campus.
- Participate in 5 hours of community service.

### **PepsiCO ExCel Scholarship**

August 2013

- Awarded for strong academic performance and goals.

### **H. William Morse Endowed Scholarship**

August 2010

- Awarded for being an outstanding instrumentalist in the MSU Denver orchestra.

### **MSU Denver Department of Music Talent Scholarship**

August 2010

- Awarded for a strong talent in a concentration area.

## Certifications and Licenses

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### **Driver's License**

## Groups

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### **Women in Science and Engineering Club (WiSE) —Treasurer**

August 2017 to May 2019

### **MSU Denver Chemistry Club—Member**

August 2017 to May 2019

### **MSU Denver Symphony Orchestra—Concertmaster**

August 2011 to May 2013

### **Denver Young Artist Orchestra—Violinist**

August 2010 to May 2012

## Additional Information

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### Research and Presentations

Sour beer, independent research (January 2018-May 2019)

- Design a method to detect lactic acid and acetic acid in sour beers using High Performance Liquid Chromatography (HPLC), Gas Chromatography Mass Spectrometry (GCMS) and UV-Vis spectra.

Poster presentation

- American Chemical Society Meeting & Expo: Chemistry for New Frontiers (April 2019)
- Undergraduate Research Conference at MSU Denver (April 2019)