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## Curriculum Vitae

## EDUCATION

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MBA with a concentration in Management, Saint Joseph's University, 2004

MS in Environmental Protection and Safety Management, Saint Joseph's University, 1997

BS in Biology, Chestnut Hill College, 1991

## PROFESSIONAL EXPERIENCE

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Haverford College, Haverford, PA

2002 to present

*Manager of Science Laboratories and Materials for the Biology, Chemistry and Physics Departments*

- Purchase all instructional and research supplies and equipment
- Administer NIH/NSF grants, departmental budgets and faculty start-up funds
- Negotiate contracts and continually evaluate pricing with vendors
- Maintain stockroom supplies and chemical inventory
- Coordinate receiving and shipping functions for departments

Saint Joseph's University, Philadelphia, PA

1991-2002

*Laboratory Supply Coordinator, Biology Department*

## TRAINING AND CERTIFICATIONS

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Department of Transportation hazardous materials 8-hour training, 2017

Vertere Chemical Inventory System 8-hour training, 2008

Lifetime Certified Scientific Materials Manager, 2000

Certified Scientific Materials Manager, 1996

## PROFESSIONAL MEMBERSHIPS AND POSITIONS HELD

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President of the National Association of Scientific Materials Managers, 2005-2007

Treasurer of NAOSMM, 2001-2005

Member of NAOSMM, 1991 to present

## AWARDS AND HONORS

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NAOSMM Manager of the Year, 2010

Beta Gamma Sigma Honor Society

Alpha Epsilon Lambda Graduate Honor Society

## DEPARTMENT AND COLLEGE SERVICE

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Institutional Biosafety Committee and Laboratory Safety Committee, 2002 to present

Labor and Industry Workplace Safety Committee, 2012 to present

Member of KINSC Steering Committee, 2018 to present

Staff Representative on Board of Managers and the Working Group on Benefits , 2019 to present

Staff Representative on Administrative Advisory Committee, 2016-2019

Staff Representative on Middle States Governance, Policies, and Procedures Working Group, 2008-2009

President of the Staff Association, 2006-2009

Staff Representative on the Presidential Search Committee, 2006-2007

Chair of Hiring Search Committee:

- Chemistry Instrument Specialist, 2020
- Chemistry Instrument Specialist, 2016
- Biology Instrument Specialist, 2016
- Biological Laboratory Assistant, 2013
- Chemistry Instrument Specialist, 2011

Member of Hiring Search Committee:

- Biological Laboratory Instructor, 2018
- Biological Laboratory Assistant, 2015
- Research Machinist, 2015
- Budget Director, 2013
- Psychology Lab Instructor, 2013
- Grant and Financial Accountant, 2012 and 2011
- Biology Instrument Specialist, 2010