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EDUCATION

SUNY ESF

M.S. in Conservation Biology (August 2014 - Present)
GPA: 3.657

B.S. in Conservation Biology (Spring 2014)
GPA: 3.802

Mohawk Valley Community College

A.S. in Liberal Arts (December 2010)
GPA: 3.26

Math & Science Coursework (August 2011 – May 2012)
GPA: 3.34

University of North Carolina at Charlotte

B.A. classes in Liberal Arts (August 2003 – June 2004)
GPA: 3.222

WORK EXPERIENCE

Graduate Assistant

SUNY-ESF (August 2014 - Present)

Leading two lab section per semester consisting of twenty to thirty students in each section. Disseminating course materials, setting up lab activities, organizing and grading tests, quizzes and term projects. Coordinating student learning and student support outside of scheduled lab time. Assist professors in organizing class materials, proctoring exams and creating curriculum based activities and lectures.

Natural Resource Conservation Steward

NYS Office of Parks, Recreation and Historic Preservation (May 2015 - August 2015)

Seasonal. Leading and supervising a team of five or more employees and volunteers in invasive species management at Clark Reservation and Chittenango Falls State Parks. Creating and organizing data management systems for long term monitoring of invasive species populations. Provide recommendations of management actions ranging from herbicide application, mechanical removal or preventative measures. Managing natural resource conservation projects. Leading school and youth group guided tours and interpretive programs. Regularly participate in inter-departmental meetings and collaborations on a variety of conservation and stewardship projects.

Operations Supervisor

Adirondack Scenic Railroad, Utica, NY (May 2013 – May 2015)

Supervising five employees and helping to repair and maintain the Adirondack Scenic Railroad's fleet of vintage passenger coaches. Regularly communicating with the board of directors, office staff and volunteers to help organize and supervise special event trips. Coordinating volunteer based service and restoration projects.

Note: Worked an average of 25 hours per week while attending college

Assistant Utica Station Manager (September 2012 – May 2013)**Interim Utica Station Manager** (July 2012 –September 2012)

Adirondack Scenic Railroad, Utica, NY

In addition to my responsibilities as a Ticket Agent & Customer Service Representative, I handled all of the Adirondack Scenic Railroad's Utica based marketing and much of the corporate marketing. Updated and maintained website and online sales system. Coordinated charter trains and regularly communicated with the maintenance department and other station locations.

Note: Worked an average of 25 hours per week while attending college

Ticket Agent & Customer Service Representative

Adirondack Scenic Railroad, Utica, NY (Aug. 2011 – June 2012)

Ticketing trains and welcoming passengers to Utica's Union Station and the Adirondack Scenic Railroad. Taking reservations, answering customer questions, booking and helping plan tour group trips. Responsible for maintaining customer files, managing gift certificates and ride credit balances.

Note: Worked an average of 25 hours per week while attending college

Quality Assurance Representative

ConMed Corporation, Utica, NY (Jan. 2010 –Aug. 2011)

Assisting customers with after-market quality concerns, responsible for maintaining & creating Excel databases of quality-control records, facilitate return shipments of goods, maintain detailed inventories, preparing data, reports, & graphs for presentations.

Legal Order Processing Representative

Bank of America Corporation, Utica, NY (July 2008 – Oct. 2009)

Obtained customer account documents in response to legal orders to assist customers as well as legal representatives and government agents. Responsible for securing and filing sensitive account and personal documents- working under strict court time deadlines.

Senior Customer Service Representative

Bank of America Corporation, Utica, NY (May 2006 – July 2008)

Provided technical support for bank website via phone & email, handled sensitive customer- account information, assisted in customer navigation and web browser troubleshooting.

RELATED EXPERIENCE

Environmental Education & Recreation Intern

Adirondack Scenic Railroad (May 2013 – October 2013)

Helping to promote and expand upon the Adirondack Railway Preservation Society's organizational goals of promoting environmental education and conservation, as well as coordinated rail, trail and outdoor recreation opportunities through research of flora and fauna along rail corridor, creation and design of informational trip-guides and informational posters.

Education Department Docent, Animal Handler/Interpreter

Utica Zoo (June 2010- May 2015)

Assist zookeepers with animal care and handling used in educational programming and zoo-mobiles; answer questions and educate zoo members and special groups about animals and the zoo. Participate in continuing training and education. Maintenance of zoo facilities.

Volunteer Mechanic & Parts Repairperson

Build-a-Bike (April 2011- Present)

Assisting with bicycle and parts repair and distribution for Utica's Build-a-Bike program, providing low cost bicycles to area children to promote environmentally friendly transportation, healthy lifestyles and cycling culture in the Mohawk Valley.

Mohawk Valley Young Professionals

Founding Member (June 2010- January 2012)

Helped found and participated in MVYP, a group aiming to connect young professionals with each other and other organizations, businesses, and opportunities in the Mohawk Valley through networking events, professional development, and community involvement and advocacy.

AWARDS

Edna Bailey Sussman Foundation Fellowship
SUNY ESF, Dean's List
SUNY ESF, President's List
Mohawk Valley Community College, Dean's List
University of North Carolina at Charlotte, Dean's List