

Eliot A.F. Smith — Chemistry Educator

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Skills Summary

Demonstrated proficiency in:

- *Scheduling and time management*
- *Capacity to motivate through leadership*
- *Customer and student interaction in technical education and problem resolution issues*
- *Mediation and conflict resolution*
- *Strengthening employee relations*
- *Effectively teaching complex subjects*
- *Disseminating policy and regulations as needed by employees*
- *Volunteer work—including managing, administrating and educating upwards of 400 teens and adults plus a staff of inexperienced teachers in a weekly education program.*
- *Management of technology resources*
- *Task organization through delegation*
- *Goal oriented development, implementation and completion*
- *Basic accounting and inventory control*
- *Eagerness in developing new skills*
- *Equipment maintenance*
- *Strong desire to exceed expectations within established boundaries and*

Experience

SAN DIEGO STATE UNIVERSITY (SDSU), DEPARTMENT OF CHEMISTRY, SAN DIEGO, CALIFORNIA 8/1993 – 8/2002

Lead Research Associate 5/1997 – 8/2002

Assisted principal investigator in the daily functioning of research group. Directed, trained and supervised members of research team in the specific techniques for electroanalytical research. Training was required to elicit willingness in members of the group to:

- *Understand the chemistry involved and the short-term and long-term goals of the overall research*
- *Perform experiments consistently*
- *Be willing to repeat experiments to show reproducibility*
- *Utilize custom and standard software to the fullest extent possible*
- *Apply proper safety procedures during experimentation*
- *Record results in a common method of categorization to allow other members to repeat experiments directly from lab journal*
- *Receive reinforcement on training by principal investigator*

SDSU DEPARTMENT OF CHEMISTRY, SAN DIEGO, CALIFORNIA 8/1993 – 8/2002

Graduate Teaching Assistant 8/1993 – 8/2002

- *Awarded Best Teaching Assistant, a one-time award, in May 1995 during second year of teaching.*
- *Consistently received high marks in student and faculty reviews.*
- *Predominate amount of teaching experience includes:*
 - *Introduction to General Chemistry, one semester course*
 - *Preparation for General Chemistry, one semester course*
 - *General Chemistry, first and second semester, two semester course*
 - *Physical Chemistry, first semester, two semester course*
- *Taught computer lab course to introduce computational techniques commonly used in laboratory experimentation utilizing modeling programs, Excel, Maple and MatLab*
- *Invited on several occasions to present a seminar introducing computational chemistry to graduate students*

Experience (cont.)

SDSU DEPARTMENT OF CHEMISTRY, SAN DIEGO, CALIFORNIA (cont.) 8/1993 – 8/2002

Graduate Teaching Assistant (cont.)

8/1993 – 8/2002

- Taught students of various skill levels and backgrounds the difficult topics associated with chemistry.
- Developed lesson plans in conjunction with faculty
- Assisted administrative responsibilities of lectures for 200–300 students.

SDSU HEALTH CAREERS OPPORTUNITY PROGRAM, SAN DIEGO, CA 6/2000 – 8/2000

Professor/Lab Director

- Instructed incoming freshmen in a daily lecture and weekly lab to provide a necessary, strong foundation in chemistry and mathematics prior to enrollment in medical disciplines.
- Created and executed lesson plans under aggressive time constraints.
- Provided additional education in basic college survival skills by presenting a basic understanding of:
 - Human motivation
 - The power of music
 - Study techniques
 - How various habits affect studying, especially
 - Eating, ▪ Exercising, ▪ Alcohol, and
 - Sleeping, ▪ Over-the-Counter Aids, ▪ Illicit Drugs.

SDSU DEFENSE CONVERSION CENTER/SDSU FOUNDATION, 6/1995 – 12/1995
(Joint Venture), SAN DIEGO, CALIFORNIA

Instructional Technology Supervisor

- Designed layout of a technology center for a retraining program initiated by government cuts in defense budget while providing access to the latest resources for continued scientific research publication and presentation.
- Assembled components of audio, picture and video production through digital or analog techniques.
- Implemented training schedule for users within College of Sciences departments and Defense Conversion Program.
- Maintained the technology center under input from multiple sources with differing goals.

Education

SAN DIEGO STATE UNIVERSITY/UNIVERSITY OF CALIFORNIA, SAN 8/1992 – 8/2002
DIEGO, SAN DIEGO, CALIFORNIA

Post-Master's Degree Research,

Master's Degree in Chemistry—Electrochemistry, GPA: 3.56

UNIVERSITY OF SOUTHERN MAINE, PORTLAND, MAINE 5/1989 – 8/1992

Bachelor's Degree in Chemistry—Emphasis in Math and Computer Science, GPA: 3.60

BROOKHAVEN NATIONAL LABORATORY, UPTON, NEW YORK 5/1991 – 9/1991

Nuclear Material Certifications—Nuclear Chemistry

Specific Proficiencies

<i>Existing Abilities</i>	<i>Skill Level</i>	<i>Experience</i>
Teaching/Training	Expert	14 Years
Software specific to instrumental techniques – CV, FTIR, NMR, ...	Expert	10 Years
MS Office Premium – Word, Excel, Outlook, PowerPoint, PhotoDraw, ...	Expert	10 Years
Presentations/Public Speaking	Intermediate	8 Years
HTML Coding – Using vi, Notepad or FrontPage, including Perl for CGI scripts	Intermediate	8 Years
Instrumental Techniques – predominantly FTIR	Intermediate	4 Years
American Sign Language	Beginner	2 Years