

Eliot A.F. Smith — Chemistry Manager

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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 by taking on the day-to-day functioning of research group. Directed, trained and supervised members of research team in the specific techniques for electroanalytical research. This required the merging of:

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|-----------------------|------------------------|----------------------------|
| • <i>Chemical</i> | • <i>Technological</i> | • <i>Team Building and</i> |
| • <i>Instrumental</i> | • <i>Communication</i> | • <i>Managerial skills</i> |
| • <i>Mathematical</i> | • <i>Training</i> | |

while continuing personal research responsibilities.

Some of the managerial concerns included:

- *Building wide range of students' skills in chemistry whose backgrounds varied from basic general chemistry experience through doctoral candidates*
- *Guiding researchers whose backgrounds included academic only to mix of academic and industrial*
- *Keeping members of the group up to date on*
 - *Safety information,*
 - *Research results,*
 - *Group records,*
 - *Inventory,*
 - *Changes in hardware or software setups and*
 - *Specific variations of instrumentation particular to this group.*
- *Keeping chemicals and consumable supplies stocked*
- *Establishing and actively verifying research techniques and record keeping remained consistent among members of the group*
- *Developing training programs to maintain inventory and establish a high quality control for custom-made research materials*
- *Maintaining equipment*

Experience (cont.)

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

Director of Public Access Computers

8/1995 – 5/2001

- *Directed and assisted a staff that maintained public computer systems that were available to all students enrolled in chemistry classes.*
- *Perceived a need and created a position within established departmental structure with minimal impact on budget.*
- *Developed goals, structure and SOPs.*
- *Implemented trouble-shooting plans.*
- *Instituted and maintained web site to provide basic instruction on all services and allow for communication between users and director and between faculty and students. It included the use of Perl for CGI scripts to increase interactivity and efficiency of the web site.*
- *Solved technology issues presented by faculty for their individual teaching and research concerns.*

E&MS SPIRITED PRODUCTIONS, EL CAJON, CALIFORNIA

10/1997–10/2001

Owner

- *Web development (including one web site with a searchable job database), newsletter publications, business cards and individualized greeting card production for individuals, non-profit groups and small businesses.*
- *A portal for selling products made by family and extended family members including: flatbed trailers, walking sticks, wooden carvings, machine embroidery and modest custom-made formalwear. Business formally dissolved in anticipation of move. Services still available.*

MCDONALD'S, WESTBROOK, FALMOUTH AND NORTH WINDHAM, MAINE

7/1987 – 5/1989

Manager

- *Matched production with fluctuating demand.*
- *Trained crew & maintained service regardless of an industry known for high turnover rate.*
- *Maintained inventory, labor levels, product quality and customer satisfaction to maximize profit, repeat business and productivity and to minimize employee turnover, misuse of inventory and customer complaints.*

Education

SAN DIEGO STATE UNIVERSITY/UNIVERSITY OF CALIFORNIA, SAN DIEGO, SAN DIEGO, CALIFORNIA

8/1992 – 8/2002

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, ...	Expert	10 Years
Presentations/Public Speaking	Intermediate	8 Years
Windows Operating System – Win2000, WinNT3.5/4.0, Win95/98	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