

Alicia Heetderks

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Professional Summary Ambitious and ecologically focused lifelong learner, eager to gain acceptance into the Master of Environmental Science program. Anxious to use my newfound knowledge to help protect and preserve the planet's waterways for the next generation.

Professional History October 2017-Present. Equipment Specialist III / OEM Project Coordinator: CH2O, Tumwater, WA.

- Supervised, mentored, and trained two individuals on best inventory practices and maintenance of department equipment.
- Established work instructions and procedures for the Equipment Department which helped to facilitate initial ISO 9000 certification and resulted in a 100% recertification rate for 5 years running.
- Cross trained select team members from other departments to assist and stand-in for Equipment Team employees who were working at remote locations.
- Developed and implemented an inventory management plan that decreased year over year losses by over \$20,000.
- Coordinated with other departments, vendors, account managers, and lab technicians to expedite and build new projects and prototype systems.

September 2016-October 2017. Order Entry Clerk: CH2O, Tumwater, WA.

- Responsible for direct communication with customers and account representatives to place orders, perform account maintenance, provide product tracking and availability, as well as submitting orders to the requisite department.
- Verified the accuracy of order information while processing and documenting transactions in the company database.

Education **Bachelor of Science in Environmental Science**, Evergreen State College, Olympia, WA, Expected Graduation Date June 2023.

Areas of Focus: Freshwater Ecology and Hydrology, Analytical Chemistry and Instrumentation, Aquatic Entomology, Environmental Analysis, Statistics, Geographic Information Systems.

Associate of Science, South Puget Sound Community College, Olympia, WA, June 2015.

Areas of Focus: General Biology, General Chemistry, Earth Science, Statistics, Calculus.

Analytical Instrumentation Certifications

- Fall 2022- Inductively Coupled Plasma Mass Spectrometry, ICP-MS
- Winter 2023- Gas Chromatography Mass Spectrometry, GC-MS

