
ANNIE R DAVIS

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anniereneedavis@gmail.com

EDUCATION

- | | |
|--|-------------|
| Seattle University Seattle, WA | 2014 –2019 |
| Bachelor of Science in Criminal Justice with a specialization in Forensic Science. GPA: 3.2 | |
| Minor in Chemistry | |
| <ul style="list-style-type: none">• Recipient of Seattle University's Campion Academic Merit Scholarship | |
| Juan Diego Catholic High School Draper, UT | 2010 - 2014 |
| Cumulative, unweighted GPA: 3.8 | |
| <ul style="list-style-type: none">• Honors and AP student | |

PROFESSIONAL EXPERIENCE

- | | |
|---|-------------------|
| Starline Luxury Coaches | 07/2019-present* |
| Inside Sales Representative, Seattle, WA | |
| <ul style="list-style-type: none">• Built relationships with customers to best service their needs• Prepared price quotes for customers according to their needs• Negotiated costs to ensure the best customer service possible• Closed sales once price quotes were provided• Managed and maintained customer profiles, including updating scheduled trips• Met monthly sales goals• Developed and refined knowledge of the transportation industry and local area• Worked on marketing projects, including designing new programs/services | |
| Sorenson Genomics | 06/2017-09/2017 |
| Intern, Salt Lake City, UT | 06/2018-09/2018 |
| <ul style="list-style-type: none">• Built data-base of physical evidence using digital photographs to increase efficiency when cataloguing evidence• Aliquoted reagents for use in lab• Created inventory for laboratory equipment• Prepared tested samples for return shipping | |
| | 08/2015 - 09/2015 |
| Smith's Food and Drug | |
| Cashier, Draper, UT | |
| <ul style="list-style-type: none">• Quickly mastered all duties and responsibilities | |

Joann's Fabric and Craft Stores

06/2016 – 09/2016

Cashier, Draper, UT

- Was given responsibilities in several divisions of store
- Positively interacted with customers and staff

EXPERIENCE

- Sales and customer relations experience
- Scheduling experience, including problem solving and multi-tasking
- Efficient and fastidious in a fast-paced, high pressure work environment
- Completed general, organic, and quantitative chemistry courses with experience in a chemistry laboratory with some forensics
- Completed courses in biology and anatomy with experience in a biology laboratory
 - Experience includes blood typing, use of agar plate, and performance of ELISA testing
- Has participated in and spearheaded many group projects
 - Delivered presentation on community policing with regards to homelessness on Capitol Hill to fellow students, staff, and members of Seattle Police Department
- Delivered presentations on lab safety to fellow students and faculty
- Efficient when working alone as well as in a group

SKILLS

- Excellent customer service skills
- Great oral and written communication skills
- Proficient in both biology and chemistry laboratory techniques and safety
- Able to grasp concepts and techniques with little instruction
- Proficient in Microsoft Office
- Experience with IBM SPSS Statistics software

OTHER**Volunteer**

10/2015 – 06/2016

Community Lunch on Capitol Hill, Seattle, WA

- Worked with other volunteers to prepare and serve meals
- Community Outreach

Member of Seattle University Criminal Justice Club

2014 – present

Volunteer

2019 – present

Cherry Street Food Bank- Seattle, WA

REFERENCES AVAILABLE UPON REQUEST

ANNIE DAVIS

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July 1, 2020

Dear IEH Laboratories:

As a student of Forensic Science at Seattle University and as an intern at Sorenson Forensic Lab, I gained valuable experience both in and out of a laboratory environment. I am well versed in laboratory procedures and safety regulations and am very capable of analyzing and interpreting experimental results. I am very hard working, dedicated, and personable. I believe that I fulfill your requirements for the position of Lab Assistant and that I would be a valuable addition to your noteworthy team.

Sincerely,

Annie Davis