

Michelle Poterek

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Objective

Seeking a stimulating job opportunity to cultivate a healthy community and environment that uses my ability to connect with individuals, creativity, and data management skills.

Education

Grand Valley State University, Allendale, MI

August 2011-April 2014

Bachelor of Science in Geology

Related course work: Earth History, Mineralogy, Petrology, Sedimentation and Stratigraphy, Structural Geology, Oceanography, Geomorphology, Global Tectonics Research Tools for Geoscientists, Calculus, Physics, Chemistry

Work Experience

GreenSky Collective

Portland, OR

General Manager, Compliance, Intake, and Inventory Manager

December 2015- November 2016

- Research and distribution of recent legislation between the Oregon Health Association and Oregon Liquor Control Commission, in the form of standard operating procedures to ensure compliance.
- Inventory tracking, communication with vendors, analyzing weekly product sales trends, ensuring new product is accounted for appropriately, and updating all systems with current items.

Industrial Row Distillery

Portland, OR

Freelance scientist and Product Distribution Analyst

March-December 2015

- Generated standard operating procedures to measure proof of spirits.
- Generated and updated maps using QGIS to track vendors stocking our products.

Grand Valley State University

Allendale, MI

Field Technician

May 2013-August 2013

- Independently collected and reviewed data from surface water samples of constructed wetlands around campus. Analysis including: E. coli and coliform tests, pH, conductivity, and total dissolved solids.

Grand Valley State University

Allendale, MI

Teacher's assistant and tutor: Exploring the Earth

August 2012-December 2012

- Promoted critical thinking inside and outside of the classroom along with grading and teaching labs.

Awards and Extracurricular

GVSU Wetlands Research Assistant

May 2012-August 2012

- Conducted surface water quality tests: pH, temperature, Total Suspended Solids, dissolved oxygen, conductivity, and turbidity. Assisted in data collection and interpretation.

GVSU Eco-Representative

August 2011-April 2014

- Created a sustainable recycling program and promoted community awareness.

Tulip City Gem and Mineral Club- Scholarship Recipient

April 2013

- Nominated and received scholarship for making significant contribution to the Department as the Geology Club President.

Skills

- **Office:** Microsoft Office Suite; Mac and Windows Operating Systems; ArcMap; QGIS; Photoshop; writing, editing, and formatting reports; event planning and organization; data analysis.

References

Michael Fagan	GreenSky Collective Supervisor	(541) 736-6257
Ginny Peterson	GVSU Advisor and Mentor	(616) 443-6761
Jim Canham	Whole Foods Supervisor	(309) 750-7526
Rachel Moran	GVSU Peer Research Partner	(256) 665-8311