**Allison J. Halchak-Lord**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education** | **University of New Hampshire**  2012 – Present **Bachelor of Science in Neuroscience & Behavior**  Durham, New Hampshire, USA  **Manchester Community College**  2015  Manchester, New Hampshire USA  **The Derryfield School** 2010 –2012  Manchester, New Hampshire, USA  **Northern Essex Community College** 2010-2011  Haverhill, Massachusetts, USA | | | | |
| **Skills** | * Writing and editing web content, proposals, documents and presentations * Proficient with 128 channel EEG recording devices * Biochemistry techniques such as vacuum and centrifuge DNA/RNA preparation & isolation, autoclaving, spectrophotometry, plant and bacterial cloning, and electrophoresis prep and analysis, affinity & ion-exchange chromatography, HPLC, PCR, SDS-PAGE, solution & media prep, protein determination & extraction, Bradford assays, kinetics assays prep & analysis, native gel-electrophoresis prep and analysis, restriction enzyme selection and digestions, and recombinant plasmid synthesis, transformation & expression, enzyme inhibition analysis, cloning & subcloning, pipette accuracy and precision analysis, Dynabead purification, * Microsoft Office, Adobe Acrobat, Illustrator and PhotoShop, Mendley, DropBox, GoogleDocs, Sheets and Slides, E-Prime, LoggerPro, MatLab and NanoDrop; familiar with EEGLab, and beginning programming in HTML and Java | | | * Organic and inorganic chemistry techniques such as qualitative substance analysis, colorimetry, pH analysis and alteration, recrystallization, vacuum filtration, oxidation-reducation reactions, precipitation, bioremediation, purification, boiling point analysis, reaction diagram interpretation, simple and fractional distillation, acid-base extractions, reflux reactions, thin layer chromatography, Gas chromatography, melting point analysis, and IR spectroscopy * Adaptable, creative, and self-motivated * Highly developed research, computer, interpersonal and customer service and sales skills * Languages – English (written and spoken fluently) Spanish (Working proficiency) * Project and experimental design, budgeting, implementation | |
| **Relevant Coursework** | * Biochemistry * Organic Chemistry * General Chemistry * Molecular Biology * Ecological Biology | | | | |
| **Laboratory & Research Experience** | **Undergraduate Laboratory Assistant** 9/2016 – Present  **University of New Hampshire** ~Mentor: Dr. Subhash Minocha Durham, NH, USA   * Assisted in HPLC and prepared specimens for two Ph.D. polyamine studies, and assisted in culture prep, experimentation and theorizing for an undergraduate’s nanoparticles study * Took inventory and maintained the organization and cleanliness of the laboratory * Designed a research paradigm which adds to previous research on nanoparticles, their effects on transformation in electrocompetent and chemicompetent Escheria Coli, Vibrio Natriegens and Agrobacterium Tumefaciens * Drafted a grant proposal, which included detailed timetables, budgets, and experiment’s status * Work permitting, will resume testing in 2018, and continue editing until submitting the paper for peer review   **Undergraduate Laboratory Assistant** 9/2016 – Present  **University of New Hampshire** ~Mentor: Dr. Robert Ross Durham, NH, USA   * Designed a source memory experiment to understand the neural basis of discriminating overlapping details, and the significance of the late posterior negativity, an EEG signal seen primarily during correct recall * Assisted in an undergraduate study on resting state activity and word retrieval accuracy, which included assisting in EEG set up, and observing the Boston naming test and EEG recording in E-Prime * Used excel to design and present the experiments will use E-prime, and will analyze the data with EEGlab once testing is complete * Work permitting, will continue research and editing until the findings are submitted for peer review | | | | |
| **Administrative,**  **Managerial**  **& Educational**  **Experience** | **Freelance Office Assistant**  3/2017 – 5/2017  **BORAM** ~ Supervisor and Director: Samra Luckin Sarajevo, Bosnia and Herzegovina   * Edited three transcripts, multiple word documents, budget proposals and invoices using Google’s office extension and Microsoft Office, with some translation from Bosnian to English * Engaged in extensive research and media resourcing to develop web content for BORAM’s website   **Teacher’s Assistant — Camp Counselor — Lab Assistant** 6/2016 – 2/2017  **The University of New Hampshire** ~ Supervisor: Dr. Subhash MinochaDurham, NH, USA   * Compiled and organized campers’ information with Microsoft office to register them for Project SMART, and cooperated with several UNH departments to secure their payment, transport and housing accommodations * Prepared materials for labs each day, lead several classes, and organized lunches with other counselors, and kept updated excel sheets of lab and student data * Supervised field trips, encouraged students to learn material, and gave personal and academic support   **Teacher’s Assistant — Office Assistant — Lab Assistant** 9/2015 – 12/2016  **The University of New Hampshire** ~Supervisor: Wendy Beagan Durham, NH, USA   * Corrected and edited student work, handouts and faculty documents, and kept updated excel sheets of lab data for human and ecological biology * Organized and hosted writing workshops where students were taught how to obtain reputable journal articles, and how to properly write and edit a research paper * Organized and took lab inventory in multiple labs, harvested/prepared specimens for lab and created mock experiments, presentations and journals using for educational purposes * Supervised field trips, filled in for teachers and other TA’s, and gave support to students by answering e-mails and volunteering to meet, about classwork, handouts, paper editing, general issues, and questions | | | | |
| **Customer**  **Service**  **Experience** | **Server 6/2017-9/2017 ..Demeter’s Steakhouse ~** General Manager: Matthew Arsenault Portsmouth, NH (USA)  **Bartender — Server — Busser 6/2017-9/2017 ..El Centenario ~** Floor Manager: Maria Chavarria Wolfeboro, NH (USA)  **Server**  **11/2016 –3/2017**  **..The Portsmouth Brewery** ~ Front of House Manager: Jennifer PaquinPortsmouth, NH (USA)  **Server 5/2015 – 9/2015** ..**The Globe Bar & Cafe** ~ Serving Manager: Molly McCown Boston, MA (USA)  **Bartender — Food Server — Cashier 8/2014 – 11/2014**  **..Maggie’s Restaurant** ~ Co-Owner and Manager: Robert Young Manchester, NH (USA)  **Promotional Greeter — Coat Check 1/2013 – 4/2013**  **..The Sports Page ~** Manager: John Wells Portsmouth, NH (USA)  **Server — Cocktail Waitress — Hostess —Barback/busser (Seasonal) 6/2012 – 7/2014**  **..Castaways Seafood and Grille** ~ Manager/Server: Rachel Mayo Seabrook, NH (USA)  **Server 6/2010 – 11/2012**  **..Castaways Seafood and Grille** ~ Manager/Server: Rachel Mayo Atkinson, NH (USA)  **Stable hand 6/2008 – 6/2012**  **..Castaways Seafood and Grille** ~ Manager/Server: Rachel Mayo Newton, NH (USA) | | | | |
| **Certificates, Awards**  **& Hobbies** | University of New Hampshire: Presidential scholarship, BSL-2 and Autoclave sterilization certified  TIPS, ServeSafe, NH and MA Alcohol Awareness certified  Hobbies: Writing, cooking, music, restoring and reselling, hiking, climbing, yoga, and metal detecting | | | | |
| **Maria Chavarria**  603.569.3445  **Floor Manager and Server**  El Centenario | **Samra Luckin**  +387.61.227.818  [Samra.Luckin @gmail.com](mailto:Samra.Luckin@gmail.com)  **Owner, director**  BORAM | **Dr. Robert Ross**  603.862.4305  Robert. Ross  @UNH.edu  **Assistant Undergraduate and Graduate Professor,**  Department of Psychology,  Neuroscience & Behavior | **Wendy Beagen**  603.767.5661  WR.Beagan  @UNH.edu **Lab Coordinator**  Department of Biological Sciences | | **Dr. Subhash Minocha** 603.862.3840  Subhash.Minocha  @UNH.edu  **Assistant Undergraduate and Graduate Professor,**  Department of Biological Sciences |