***Caitlyn Plunkett***

**900 N Leverett Ave Apt. 205, Fayetteville, AR 72701**

**931-652-8919 cmplunke@uark.edu**

***EDUCATION:***

**B.S. Chemical Engineering - University of Arkansas - Fayetteville, AR**

* August 2016 - present; classified as a senior
* Projected graduation date: December 2019

**Attended**

* August 2015- May 2016: Martin Methodist College- General Studies- Pulaski, TN
  + GPA: 3.4
* August 2013- May 2015:Motlow State Community College - Dual Enrollment- Fayetteville, TN
  + GPA: 3.8

**Graduated- State Honors and Distinction- Fayetteville High School- Fayetteville, TN**

* May 15, 2015 - GPA: 3.8

***KEY COURSEWORK:***

Digital Electronics Calculus I, II, and III Biochemistry

General Chemistry I and II University Physics I and II Chemical Process Safety

Differential Equations Thermodynamics I and II Fluid Mechanics

Reactor Design Materials Technology Computer Methods

Organic Chemistry I and II Heat and Mass Transfer General Biology

Chemical Engineering Lab

Separation Processes

***SOFTWARE EXPERIENCE*:**

TestSLATEAspen Plus MATLAB POLYMATH 6.1 Microsoft Office Applications

***WORK EXPERIENCE:***

**ENGINEERING ASSOCIATE III – Jacobs – Tullahoma, TN:** May 2017 – August 2018 (Summer Internships)

* Assigned to the Systems Development Lab (SDL) to provide support for major projects by designing, creating, and safely executing experiments and deliver data reports.
* Ensured chemical inventory was updated to be in compliance with OSHA standards and the Global Harmonization Standard (GHS) for the Tullahoma campus during the first summer internship.
* Coordinated the disposal of outdated chemicals and cataloged current inventory. Created, procured, and placed required GHS labels. Designed posters that quickly explains the elements of the GHS labels to ensure visitors are knowledgeable of chemical hazards.
* Trained SDL personal on new GHS labeling requirements and the updated inventory processes.
* Worked on a team to ensure technical data was verified and accurate for United States Naval LTC CDAS Project. Responsible for the assembly and accurate calibration for thermocouples used to support data collection. Team received the Jacobs Tech Group 2017 Outstanding Team Performance Award.
* Ran OTC testing simulations on TestSLATE for customer quality satisfaction.
* During the second summer internship; researched, proposed to upper management, and then implemented a digital chemical and safety data sheet management software projected to save employees time and the company money. If the software proves to be as successful as predicted, use of it will be implemented in other Technology Group locations.

**ACADEMY CAMP COUNSELOR - Golf House Tennessee** - **Franklin, TN:** May 2016 – July 2016

* Provided supervision for up to 50 campers at a time ranging in ages 10-17 without any incidents
* Responsible for coordination and safe execution of camp activities
* Ensured appropriate hygiene of the facilities was maintained

**ASSISTANT MANAGER - Richland Golf Center - Huntsville, Alabama:** March 2014 – May 2015

* Ensured new employees were adequately trained in their positions
* Responsible for cash register with zero discrepancies
* Provided support to customers to ensure their expectations were met
* Ensured driving range and golf course were maintained to prevent customer complaints or injuries
* Ensured Pro-Shop and facilities presented a professional appearance.

**MATH TUTOR – Martin Methodist College- Pulaski, TN:** September 2015- December 2015

* Provided one-on-one instructions to other students in college algebra

***VOLUNTEER WORK:***

**GILES COUNTY PUBLIC LIBRARY- Pulaski, TN:** September 2015 – December 2015

* Maintained library cleanliness and organization
* Provided support to customers

**FLINTVILLE FIRST BAPTIST CHURCH: Vacation Bible School- Assistant Director of Food Services -** **Flintville, TN:** June 2011- June 2015 (Seasonal)

* Responsible for planning menus and the logistics while considering special dietary needs of approximately 300 people
* Prepared and served food to workers and attendees of the program
* Coordinated the schedule for other volunteers
* Ensured appropriate hygiene was maintained

***CERTIFCATIONS***

* OSHA 10-Hour Construction Safety Training
* SAChe Certificate Program - Identifying & Minimizing Process Safety Hazards

***HONORS AND AFFLILIATIONS*:**

**Golf Team**- Martin Methodist College and Fayetteville High School:August 2011- May 2016

* Fayetteville High School Team Captain: 2014-2015

**Barton Scholar**- Martin Methodist College - Awarded August 2016

**W. Garie Taylor Honors Program** - Martin Methodist College: August 2015-May 2016

**Phi Theta Kappa** – Motlow State Community College: April 2015 – Present

**American Institution of Chemical Engineers** - University of Arkansas: August 2016 – Present

**Black Belt in Trias Karate** - Awarded August 2010

**Taekwondo Club** - University of Arkansas: August 2016- Present