

Rachel M. Baker

13536 Lakebrook Dr. • Fenton, MI • (810) 618-6593 • bakerra2@msu.edu

Education

Michigan State University, East Lansing, MI

2012 - present

B.S. in Biosystems Engineering G.P.A 3.01

- Concentration in Biomedical Engineering
- Expected Graduation May 2017

Experience

Level IV Student Supervisor, MSU Residence Education and Housing Services

January 2014 – present

East Lansing, MI

- Supervised student operations, managing upwards of 30 employees.
- Oversee and approve promotions
- Responsible for training, hiring, interviewing, discipline, payroll corrections, compliance, equipment inventory, and more.
- Collaborate with Managers and Senior staff to implement a training and development program for employees within the department.
- Wrote and compiled doctrine used in the training and development program.
- Created a filing system for paint inventory.
- Evaluated and updated current equipment inventory for four buildings.

Contracted Cadet, Army Reserve Officer Training Corps

August 2014 – present

- Collaborated with the Platoon Leader and Squad Leaders to facilitate training as a Platoon Sergeant.
- Aided the Company Commander in organizing, planning, and executing training in accordance with Cadet Command as a First Sergeant.
- Led upwards of 40 troops in training.
- Held Platoon Sergeants and Squad Leaders accountable for assigned equipment and personnel.
- Awarded the Captain John Roman Kurka Memorial on April 19, 2016.
- Army Reserve Officer Training Corps, 3 year scholarship recipient, August 2014 – present.

Engineering Intern, ICECAT Inc. / Adaptive Manufacturing Solutions

September 2011-August 2012

Burton, MI

- Extensive AutoCAD work in designing and reengineering ice resurfacers.
- Edited drawings that needed to be reworked and redrawn to fit certain specifications.
- Acquired basic accounting skills and advanced communication skills.

Laboratory Technician, Life Sciences Institute-University of Michigan.

Summers 2010, 2012

Ann Arbor, MI

- Transformed and grew E. coli cells, expressed and purified protein using affinity and size exclusion chromatography.
- Set up protein for crystallization.
- Maintained chemical inventory of over 200 chemicals.
- Mastered the use of the following equipment: Nano Drop, Floor and table top centrifuges, floor and table top shakers, pH meter, SDS-Polyacrylamide Gel Electrophoresis.

Volunteer Work

Secretary, Spartans for NAOP (Nyaka AIDS Orphans Foundation), Michigan State University

2012-2015

Yosemite National Park, California, USA

July 2011

Habitat for Humanity, Benton Harbor, Michigan

June 2010

Skills and Training

- Programs: Siemens NX 8.5 (Unigraphics), MATLAB (2011, 2012), AutoCAD (r14, 2008, 2011, 2012), AutoDesk Inventor (2008, 2011), Adobe Photoshop CS5, Adobe Reader (X, DC), Microsoft Office: Excel, Word, Outlook, ChemDraw, Windows Movie Maker, Garage Band, Mixcraft 5.
- Languages: Spanish