

# Morgan Houston

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Term Address:  
362 Memorial Drive  
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14742 Windigo Ln.  
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**Education**      **Massachusetts Institute of Technology (MIT)**      Cambridge, MA  
*Candidate for Bachelor of Science degree in Mathematics*      Jun 2012  
*Relevant Courses:* Calculus, Differential Equations, Linear Algebra, Probability and Random Variables, Real Analysis, Principles of Applied Mathematics, Nonlinear Dynamics I: Chaos Theory, Biological Chemistry, Physical Chemistry, Thermodynamics and Kinetics, Organic Chemistry I.

**Chaparral High School (CHS)**      Temecula, CA  
*Relevant Courses:* AP Calculus AB, AP Calculus BC, AP Statistics, AP Chemistry.      Jun 2008

**Experience**      **MIT Alumni Association**      Cambridge, MA  
*Tech Caller*      Jun 2011-Aug 2011

- Call alumni of the Institute and update their demographic and employment information.
- Cultivate relationships between alumni, the MIT community, and the alumni association, using effective communication skills.
- Raise money for the institute's various funds, especially scholarships, student activities, and departments.
- Thank alumni for their support.

**MIT Student Activities Office**      Cambridge, MA  
*Office Assistant, Front Desk*      Mar 2010-Present

- Assist student groups and departments with inquiries regarding the MIT reimbursement processes, event registration, and funding sources.
- Act as liaison between walk-in students and office staff.
- Provide telephone and email coverage to maintain communication with various student groups.
- Notify students when packages, mail, and checks are available for pick-up.
- Co-chair the search committee for new Administrative Assistant.
- Schedule interviews for candidates, coordinating staff schedules with candidate schedules.
- Interview and evaluate candidates.
- Interview, select, and train new student desk workers in conjunction with the Administrative Assistant.
- Provide financial trainings for student group treasurers in conjunction with the Financial Assistant.

**MIT Baker House**      Cambridge, MA  
*Front Desk Assistant*      Nov 2009-Present

- Act as a point of contact for residents and visitors.
- Manage visitors and answer inquiries regarding student life in Baker.
- Manage equipment inventory, package reception and delivery, and recreational inventory.

**MIT Department of Chemistry**      Cambridge, MA  
*Research Assistant, Dinca Lab,*      Jul 2010-Aug 2010

- Utilized scientific databases to find current research on microporous phospholuminescent metal-organic frameworks.
- Followed established procedure to attempt to synthesize a metal-organic framework (MOF) crystal, and changed experimental procedures as hypothesized to improve the synthesis.

- Worked on the synthesis of an organic linker for a MOF reported in the scientific literature.
- Used NMR and IR spectroscopy for identification of intermediate and final steps of the synthesis.

**MIT Department of Chemistry**

*Tutor, Principles of Chemical Science*

Cambridge, MA

Oct 2009-Dec 2009

- Provided students with guidance and study techniques for academic success.
- Held weekly sessions to address areas of confusion regarding coursework, provided assistance in completing homework assignments and exam preparation.

**CHS Environmental Club**

*President and Co-founder*

Temecula, CA

Sep 2007-Jun 2008

- Gained administrative approval to start club in order to raise environmental awareness on campus.
- Worked with students and faculty to implement a campus-wide recycling program by organizing after school recycling sessions.
- Used money raised by can-collecting to fund club activities.
- Held weekly meetings to discuss club activities and management, along with local and global environmental issues.

**Skills**

Computer: Microsoft Word, Microsoft Powerpoint, Microsoft Excel, Microsoft Outlook, LaTeX

Lab: NMR & IR Spectroscopy, Thin Layer Chromatography, Column Chromatography

Language: Basic Spanish

Personal: Communication, Presentations, Project Management and Coordination

**Activities**

**MIT:** Varsity Women's Openweight Crew

Vinyasa Yoga

Sep 2010-Feb 2011, Sept 2011-Present

Jan 2010-May 2010