

Johnathan Chivington

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OBJECTIVE

I am a full-time undergraduate physics student with a thorough understanding of electrical engineering, computer science and computer engineering, machine learning, and general and organic chemistry. I have extensive experience in university research grant and contract management, and fiscal analysis, including experience working with the National Institutes of Health and the Department of Energy. Next quarter, I will complete an Associate of Science with a focus in physics and chemistry. I have been admitted to the University of West Florida's Physics B.S. program this fall. After completing the B.S. program, I will continue into their Intelligent Systems & Robotics, Ph.D. program. My long-term objective is to work on nano-scale computation and robotics research.

PROFESSIONAL EXPERIENCE

North Seattle College – Seattle, Washington

- Organic Chemistry Teaching Assistant (Mar. 2022 – present)
 - Hold office hours to assist chemistry students with topics covered in lectures.
 - Grade chemistry homework, laboratory projects and other assignments, as needed.
 - Prepare explanatory videos to guide students through completion of chemistry laboratory projects.
 - Develop curriculum with professor for this and future classes.
 - Follow all safety guidelines at all times and relay these guidelines to students.
 - Attend all pre-lab sessions, all laboratory sessions, and any other meetings scheduled by the professor.
 - Understand procedures and calculations involved in experiments and lecture briefly on this material.

University of Washington – Seattle, Washington

- Fiscal Analyst – Dept. of Electrical & Computer Engineering (Dec. 2019 – July 2020)
 - Worked with faculty to develop multi-million-dollar research budgets for grant and contract proposals to federal agencies and private sector entities.
 - Coordinated with UW central offices, as well as corresponding offices at sub-contracted universities and private sector entities regarding new research proposals, and prepared appropriate forms for all parties.
 - Consulted with funding agencies to facilitate grant and contract approval, obtain, or verify exemptions, and advise staff regarding budgetary policies and procedures.
 - Established charge schedules and cost centers for new budgets.
 - Researched causative factors in expenditure anomalies and advised corrective actions.
 - Implemented and updated fiscal reporting and compliance processes to address unit needs.
 - Analyzed audit trails and internal controls to modify and recommend improvements in departmental fiscal record keeping systems.
- Fiscal Specialist II – School of Social Work (Aug. 2019 – Dec. 2019)
 - Provided budget reports, balances, projections, trends, and analysis for research faculty.
 - Processed expense transfers, personnel changes, salary changes, and costing allocations.
 - Reconciled budgets, ProCards and travel expense accounts.
 - Responded to vendor inquiries regarding orders, billing, and payments.
 - Assisted UW Purchasing with vendor registrations and maintained vendor accounts.
 - Created, submitted, and tracked Contract Requests.
 - Utilize Ariba to maintain BPOs and budgeted modifications for grant subcontractors.
 - Ensured prompt payment of participating unit invoices.
 - Advised on departmental policy, procedure, and compliance processes.
- Fiscal Specialist I – School of Medicine (Jun. 2019 – Aug. 2019)
 - Processed travel and purchase reimbursements, invoice payments, and staff ProCards.
 - Ensured purchases were appropriate to the budget and followed the rules of purchasing established by the university, by the departments and by funding agencies.
 - Performed ongoing compliance auditing of travel records for and resolved discrepancies.
 - Advised and assisted research faculty and administrative staff in understanding and complying with rules and guidelines related to purchasing and travel.
 - Reconciled purchases and worked with vendors to facilitate transactions.

ABC Legal Services – Seattle, Washington

- Accounts Receivable Specialist (May 2018 – Feb. 2019)
 - Monitored client accounts for non-payments, delayed payments, and other irregularities.
 - Collected data from various databases to prepare monthly receivables aging reports.
 - Generated and distributed email and postal invoices and statements.
 - Coordinated with clients for payment collection and allocation.
 - Researched and resolved payment discrepancies and developed strategies with recurring accounts to mitigate potential future discrepancies.
 - Performed account and ledger reconciliations.
 - Maintained receivables records and reviewed receivables aging to ensure compliance.
- Logistics Specialist (March 2018 – May 2018)
 - Provided compliance analysis and direction for Process Servers in the field, serving on behalf of firms we represent.
 - Monitored ongoing process service cases to determine best course of action, when to escalate issues, and how to thoroughly document servers' time for billing and HR.
 - Data entry of legal briefing information to company databases.
 - Utilized proprietary queuing & workflow software to maximize throughput.
 - Managed multiple queues, optimizing for heavier workloads in certain activities or times.
 - Adapted to rapid incoming workloads and new processes when intaking new, large clients.

Woodway Senior Living – Bellingham, Washington

- Interim Nutrition Director (Feb. 2018)
 - Coordinated with outgoing Nutrition Director to plan purchase orders and meal schedules.
 - Ensured prompt meal preparation, distribution, and delivery.
 - Onboarded incoming Nutrition Director with ordering and meal planning processes.
- Caregiver (March 2017 – Feb. 2018)
 - Coordinated with Activities Director and Nutrition Director to plan resident schedules.
 - Assisted residents in daily living activities such as nutrition, ambulation, and recreation.
 - Aided in or performed personal hygiene practices; bathing, shaving, brushing teeth, etc.
 - Performed Peripheral Neuropathy massages, guided stretching, ambulatory physical therapy, and other exercises to help residents increase mobility and independence.

ServiceMonster – Bellingham, Washington

- Mobile Developer Intern (Dec. 2016 – March 2017)
 - Worked on Mobile Development team to build and deploy a new tool for field technicians to accurately create new estimates, invoices, and orders.
 - Coordinated with Web Development and sales teams for input on key features and functionality to be implemented from the flagship web platform.
 - Coordinated with Backend Development team to integrate various databases and services.
 - Participated in weekly development meetings and code reviews to strategize workflows and synchronize new commits.

Best Buy – Bellingham, Washington

- Home Theater Supervisor (Aug. 2015 – Nov. 2016)
 - Oversaw the Appliances, Automotive, Home Theater, and Gaming departments.
 - Participated in hiring interviews.
 - Provided on-boarding training for new sales associates.
 - Tracked sales metrics for the sales associates in my departments.
 - Utilized sales metrics data and observations of customer interactions to provide ongoing, individually tailored, coaching and sales training.
 - Attended regular sales training events through Best Buy corporate to maintain industry knowledge and expertise.
 - Counted the safe and prepared deposits nightly.
 - Produced ~\$700k in sales Q4 2015.

CURRICULUM VITAE

SUMMARY

- Thorough understanding of electrical engineering, computer science and computer engineering, machine learning, general chemistry, and organic chemistry.
- Maintaining a 3.65 GPA while completing undergraduate research, achieving personal research goals outside of school, and working part-time at my family's engineering company
- Extensive experience in university research grant and contract management, fiscal analysis, and finance.
- Experience working with the National Institutes of Health and the Department of Energy.

EDUCATION

North Seattle College (Seattle, WA)

Associate of Science (Jan. 2020 – present)

Major: Physics (GPA: 3.65)

RELEVANT COURSEWORK

Differential Equations - Linear Algebra - Classical Mechanics - Electricity and Magnetism - Waves, Optics and Modern Physics - General Chemistry I & II - Organic/Biochemistry - Computer Science I, II & III - Computer Architecture - Machine Learning - Computer Vision - Philosophical Logic - Micro/Macro Economics.

HONORS AND AWARDS

Dean's List (Spring Quarter 2021)

National Science Foundation S-STEM Scholarship (March 2021 – present)

RESEARCH EXPERIENCE

Undergraduate Research Project – North Seattle College (Summer Quarter 2021)

Worked with a faculty advisor to begin designing an Atomic Force Microscope from first principles. Completed research for the construction of nanopositioners, using barium titanate to develop piezoelectric transducers.

PRESENTATIONS AND PUBLICATIONS

"Refractive Indices of Unknown Materials," Making Learning and Teaching Visible Symposium – Seattle, WA (June 2021)

MEMBERSHIPS

RST Academy (March 2021 – present) – National Science Foundation STEM academy aimed at increasing the recruitment, retention, and transfer/graduation rates of academically talented, economically-challenged STEM students at each of the Seattle Colleges.

TECHNICAL SKILLS

- **Physics & Engineering** – Magnetic Induction Analysis, Electromagnetic Wave Analysis, Optical Analysis, Embedded Data Acquisition & Controls Systems, AutoCAD, PSPICE, LabView
- **Chemistry** – Thin Layer Chromatography, Distillation, Recrystallization, Saponification, Enzyme Catalysis, Calorimetry, Titration, Extraction, Organic and Inorganic Synthesis
- **Computer Science** – Functional & Object-Oriented Programming, Algorithmic Analysis, Computer Vision, C/C++, Java, Python, JavaScript, VHDL, MATLAB, LaTeX, HTML, CSS, SQL, JSON, Git
- **Statistical & Analytical** – Regression, Classification, Clustering, Dimensionality Reduction, Neural Networks

VOLUNTEER EXPERIENCE

- **Hands-On Atlanta** (2013) – Participated in routine maintenance such as painting, landscaping, for a community that offered low rent housing for victims of domestic abuse and short-term homelessness.
- **North Seattle College Scholarship Reviewers Committee** (2022) – Currently a member of the review committee for student scholarship applicants at North Seattle College.