

# Joan Marie Kaiser

Milwaukee, WI 53202

262-506-4086

## Objective

To pursue a career where my knowledge and experience can be utilized and expanded in a professional setting.

## Education

Bachelor of Science in Conservation and Environmental Science

Focus on Freshwater Studies with Minors in Biological Sciences and Geoscience

*University of Wisconsin – Milwaukee*

Graduated: May 2021

Cumulative GPA: 3.559

## Honors and Awards

Ruth I. Walker Memorial Graduating Senior Award 2021

Dean's List: Fall 2017 & 2020

Faaborg-Rogers Scholarship 2018

Chancellors Award Scholarship 2017

## Employment History

Undergraduate Researcher

January 2021 – Present

*University of Wisconsin – Milwaukee*

- Cooperatively develop different chemical assay methods alongside mentors.
- Collect and analyze samples of microbiota from purple pitcher plants (*Sarracenia purpurea*).
- Run experiments to determine enzyme activity.

Office Assistant and Testing Supervisor

March 2018 – January 2021

*Registrar's Office, University of Wisconsin – Milwaukee*

- Performed project based administrative data entry.
- Built new rules for UWM's transcript entry system.
- Lead and cooperated in a teamwork-oriented environment.
- Maintained a high standard of customer service for both call and walk-in traffic.

## Meat Associate & Customer Service

March 2018 – January 2021

*Sendik's Food Markets, Wauwatosa WI*

- Regularly stocked the meat department case and shelves.
- Assembled specialty meat selections and custom orders.
- Maintained a high standard of customer service for call and walk-in traffic.
- Performed additional duties (cashier/bagging/stocking) when needed.

## Core Skills

- Attention to detail
- Willingness to learn
- Microsoft Products
- Easily Adaptable
- Laboratory Safety

## Relevant Interests

- Volunteering
  - River Revitalization Foundation in Milwaukee, WI (September 2017-November 2017)
    - Identified and eradicated invasive plant species
    - Cleaned and sorted seeds