

Paige Smith

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Education

Bachelor of Arts, Sociology
University of California, Davis

2017

Skills

- Proficient in Freezerworks Software and MANTIS Sample Tracking Software System
- Well versed in applications of Microsoft Office Series, including, Excel, Word, PowerPoint
- Excellent at maintaining accurate records and up-to-date protocols
- Experienced with safe, proper handling and disposal of biohazardous materials
- Certified to ship biohazardous material
- Familiarity with Laboratory Safety –BBP, IIPP, EAP, BUA and LHAT
- Excellent communication skills, both verbal and written
- Ability to efficiently work independently and within a group of people

Professional Experience

Laboratory Assistant II, MARBLES/CHARGE/ReCHARGE Biorepository August 2017 - Present
University of California, Davis

- Safely handles, transports, stores, and ships various biological samples domestically/internationally within a biorepository environment
- Manages storage of fecal, saliva, placental, hair, breast milk, vaginal swabs and dust samples on a daily basis
- Extremely knowledgeable of laboratory best practices
- Collaborates with programmers to troubleshoot any sample data for quality control purposes
- Processes and aliquots biological samples for MARBLES and ReCHARGE, such as blood and urine daily
- Inputs, tracks, and updates sample data utilizing Freezerworks Software
- Plans, manages, and prioritizes workload of multiple tasks based on the daily expected samples schedule
- Received the Excellence Award by supervisor for improving productivity and being consistently willing to take on tasks with a positive attitude
- Works with participants while on-call to fill out paperwork before the birth, assist with sample collection during the birth at the hospital, and processing samples back in lab after the birth
- Assists with supervising and teaching intricate laboratory tasks to laboratory assistants/interns including: biological sample processing, sample data inputting in Freezerworks Software, and creating/maintaining Excel spreadsheets for the current sample pulls
- Creates and coordinates student intern schedules on a quarterly basis
- Leads the laboratory team of students and other staff in multiple biological sample pulls within minus 80 or minus 20 degree freezers in multiple buildings across the UC Davis campus
- Assists with Lab Safety including: Bloodborne Pathogen Exposure Control Plan (BBP), Injury Illness and Prevention Plan (IIPP), Emergency Action Plan (EAP), Biological Use Authorization (BUA), Transporting Samples Standard Operating Procedure (SOP), and management of Chemical Inventory System (CIS) and Laboratory Hazard Assessment Tool (LHAT)
- Efficiently communicates biological sample pull updates with laboratory staff, research study computer programmers, various Principal Investigators, and recipient laboratories assigned to analyze the specific samples pulled
- Assists in completing multiple ongoing projects in a timely and organized manner, always with outstanding attention to detail

Research Laboratory Assistant, Tell Laboratory
University of California, Davis

December 2012 - August 2017

- Safely handled, transported, and processed specimen samples, such as blood, plasma, milk, urine, muscle, liver, kidney, heart, and feathers for research studies
- Routinely labeled vials, maintained/sterilized equipment, prepared tissue samples for analysis, and demonstrated precise/detailed knowledge of all research project SOPs
- Trained in proper chemical waste disposal
- Analyzed drug residue samples using a high-performance liquid chromatography (HPLC) machine and a mass spectrometer, with Waters Empower and Thermo LCQuan platforms
- Maintained and continuously updated the hummingbird research database for thousands of hummingbird records
- Extracted data from published research papers and input the relevant information into the Food Animal Drug Residue Avoidance and Databank software (FARAD)
- Observed and handled over 100 hummingbirds during field work throughout five years
- Composed and edited thousands of professional emails throughout five years

Educational Outreach Coordinator, UC Davis Arboretum
University of California, Davis

December 2016 - June 2017

- Developed and presented five educational programs about hummingbird research to the general public attending plant sales, profitable investors, and the American Public Gardens Association (APGA)
- Worked collaboratively with the Tell Laboratory Principal Investigator to develop five scientifically accurate educational programs
- Arranged all communication between the Tell Laboratory Principal Investigator and the UC Davis Arboretum employees
- Organized all supplies and paperwork necessary for the preparation and execution of the educational outreach events
- Led a team of four other student peers during the development and presentation of the five educational programs

Service

Secretary, Lambda Delta Lambda Siblinghood
University of California, Davis

April 2015 - June 2017

- Sent weekly emails of the meeting notes and reminders to the entire organization
- Raised over \$500 annually for the non-profit Gender Health Center in Sacramento
- Planned a dance party to promote empowerment of the Queer community at UC Davis
- Created and directed educational programs with a ten-person team during Pride Month
- Designed PowerPoint presentations for weekly meetings and educational programs

Delegate, United Sororities and Fraternity Council
University of California, Davis

September 2015 - June 2016

- Attended bi-weekly meetings to collaborate with multi-cultural sororities and fraternities
- Approved meeting minutes bi-weekly
- Reported all meeting information back to Lambda Delta Lambda Siblinghood
- Organized creative events for fundraising, such as bake sales, mini carnivals, and dances

Volunteer Intern, Cross Cultural Center
University of California, Davis

December 2012 - June 2013

- Balanced the budget for the 2013 UC Davis Graduate Student Unity Ball
- Coordinated with various local companies to arrange for decorations and all the necessities for the Unity Ball

- Designed fliers, promotional videos, and websites for various Graduate Student events
- Informed and continuously updated over 300 people on the guest list for the Unity Ball