

Amy Potter

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EXPERIENCE

Senior Laboratory Technician - University of Minnesota Advanced Research and Diagnostic Laboratory November 2020- February 2022

- Receiving, ordering, processing and performing inventory laboratory samples according to procedure
- Maintaining stock of general laboratory supplies
- Cleaning and maintaining laboratory equipment and work space
- Preparing and shipping specimen collection kits
- Delegating tasks to students to fulfill study orders in a timely manner
- Shipping frozen biological specimens
- Written and verbal communication with study coordinators and point persons
- Navigating Laboratory Information System (STARLims)

Freelance Residential Cleaner 2017- 2020

- Maintains detailed organization to ensure high quality
- Assesses and prioritizes key tasks
- Communicates with clients to ensure satisfaction
- Knowledge of cleaning supplies and techniques for specific issues
- Ability to learn new skills adapt to changing environments

Freelance Artist 2015- Present

- Natural Dyeing of Cellulose and Protein Fibers
- Uses research to identify candidate natural products to produce desired colors
- Careful storage of materials so that they are usable for a long amount of time
- Mixing and maintaining appropriate voltage on electrochemical plating baths
- Keeping detailed notes on procedure
- Organizing, labeling, and cataloging samples
- Familiar with utilizing PPE
- Communicates with clients to assess expected aesthetic and timeline for proposed commissions
- Curates social media for current and planned projects
- Featured artist at Gods and Monsters 2018
- Live painting performances twice monthly
- Creative use of supplies to produce dyes and paints

SKILLS

Customer Relations
Teamwork
Written and Verbal Communication
Multi-tasking
Time Management
Laboratory Procedure
Creativity
Attention to Detail
Resilience
Proficient in MS Word and Excel
Dedicated to Learning

EDUCATION

Minneapolis Community and Technical College — *Associates of Liberal Arts*

January 2018- May 2020

Focus in Chemistry and Mathematics

Insight Online Highschool — *Diploma*

June 2012

References Available Upon Request

New Reflections Salon and Spa, Plymouth — *Guest Services*

September 2012- July 2017

Assisted trainees in learning and navigating software
Engaged with customers in person and over the phone
Conflict management in customer relations
Scheduled appointments and coordinated group bookings
Completed administrative tasks for VP
Participated in upkeep of salon – cleaning and restocking

Mrs. Fields/TCBY, Albertville — *Shift Lead/Key Holder*

September 2009- August 2012

Developed strong cost control measures to maintain stock
and reduce waste
Projected self-confidence, authority, and enthusiasm