Madeline Armond

Houston, TX | 346-224-0254

madelinearmond@gmail.com | linkedin.com/in/madelinearmond

Summary:

**Project Leader | Expert at Managing Competing Priorities| Efficiency Strategist and Systems Architect**

Results-driven professional with start-up experience decarbonizing heavy industries. Seeking a transition from science into a project management role, leveraging exceptional interpersonal, and problem-solving skills. Proven ability to master technical processes, manage resources, design and optimize systems, build positive work relationships, and drive productivity. Resourceful team player with a record of going above and beyond to achieve notable results.

Skills:

* Analytical Problem Solving
* Systems Optimization
* Professional Relationship Building
* Multi-Tasking and Prioritization
* Molecular and Microbiology
* Data Analysis and Visualization
* Cross-Functional Collaboration
* Organization and Documentation
* Training and Mentorship
* Interdepartmental Coordination
* Resource Allocation and Time Management

Education:

**Master of Science**, Environmental Science - Synthetic Biology

Brigham Young University, 2021

**Bachelor of Science**, Genetics, Genomics, and Biotechnology

Brigham Young University, 2019

Work Experience:

**Senior Research Associate Cemvita**

**Houston, TX January 2022 - June 2023**

* Coordinated multiple projects simultaneously, effectively prioritizing tasks to meet deadlines and client expectations.
* Drafted technical documents including project plans and reports, grant requests, patents, and standard operating procedures for lab processes.
* Designed a system for procurement for the team that eliminated resource conflicts, anticipated future needs, and maintained project budgets efficiently.
* Led the scale-up and optimization of lab space; tripling size and projects while maintaining seamless operations.
* Collaborated with multidisciplinary teams to coordinate workflows, resolve resource conflicts, and ensure efficient data handoffs to enhance overall productivity
* Presented work in project meetings attended by internal and external stakeholders.
* Managed lab operations, led biweekly team meetings, established key performance metrics, and communicated progress to department heads.
* Trained research assistants and lab techs in technical processes and maintained regulatory standards in a laboratory environment.

**Achievements and Recognition:**

* Received a promotion from Research Associate to Senior Research Associate based on exceptional performance after 1 year.
* Recipient of Cemvita Core Value Award: Caring and Candid in 2022 for exemplifying company values.

**Graduate Researcher BYU - Aanderud Lab**

**Provo, UT May 2019 - December 2021**

* Independently managed the planning, execution, and analysis of a technical project.
* Directed project progress while maintaining effective communication with stakeholders.
* Procured lab resources reliably and managed relationships with vendors.
* Prepared proposals, technical analyses, and professional presentations to share completed work.
* Maintained compliance with regulatory standards in all work settings.
* Created standard operating procedures for all laboratory processes and trained lab members to perform and document work accordingly.
* Analyzed large datasets and generated figures using R and Python.
* Prepared, edited, and defended a technical thesis successfully.
* Presented posters at three professional conferences.
* Contributed to scientific publications through data analysis and interpretation.
* Interpreted regulatory documents and legislation to inform experimental design and bioremediation applications.

**Teaching assistant for Environmental Microbiology and Biogeochemistry Undergraduate Course**

* Instructed a group of 36 upperclassman Environmental Science students in classroom lectures
* Taught students to collect and analyze data using common research practices in field experiments
* Individually mentored students struggling with class material and procedures.

**Achievements and Recognition:**

* Successfully maintained a functioning lab as the senior researcher, ensuring proper training, compliance with official regulations, and established systems to maintain lab function.
* Awarded multiple scholarships for exemplary performance.

**References are available upon request.**