Hannah Brooks

LABORATORY COORDINATOR

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SUMMARY

Laboratory coordinator with 5 years in teaching and testing labs, including 4 years running lab operations for a college that serves 1,200 biology and chemistry students a semester. Handles lab scheduling, purchasing, chemical inventory and hazardous waste pickups, and builds prep sheets in MS Word and tracking logs in Excel. B.S. in Biology.

SKILLS

Lab Scheduling • Chemical Inventory • Purchasing • Hazardous Waste • Lab Safety • Reagent Preparation • MS Word Excel • Organizational Skills • Interpersonal Skills

EXPERIENCE

Laboratory Coordinator 08/2022 - Present

Monona College Madison, WI

Coordinator for 14 biology and chemistry teaching labs and 3 faculty research labs.

- Set up reagents, cultures and equipment for 60 lab sections a week from instructor prep sheets.
- Manage a **$140K** supply budget and a 900-item chemical inventory, cutting expired stock waste 35%.
- Coordinate lab scheduling for rooms, TA prep times and instrument bookings across 14 labs in a shared calendar.
- Organize hazardous waste pickups and annual fume hood checks, passing 4 campus EHS inspections.
- Train 20 teaching assistants each fall on lab safety, spill response and chemical inventory labeling rules.

Laboratory Technician 06/2021 - 07/2022

Capital Area Food Testing Middleton, WI

Technician at a contract lab testing grain and dairy samples.

- Ran moisture and protein tests on 50 grain samples a day using NIR analyzers.
- Logged sample receipt and results in the lab's database for 120 farm and mill clients.
- Ordered lab supplies weekly and kept a stock sheet that ended 3 months of back-orders.
- Answered client calls about turnaround times and sample shipping rules.

EDUCATION

Bachelor of Science 05/2021

University of Wisconsin-Madison Madison, WI

Biology

CERTIFICATES

RCRA Hazardous Waste Generator Training 09/2022

Lion Technology