

Violet Wolf

 (847) 555-7631

 violet.wolf@example.com

 linkedin.com/in/violetwolf

 Lake Forest, IL 60045

SUMMARY

Dedicated Administrative Biologist with a strong background in aquatic systems and customer engagement. Proven skills in inventory management and support to management teams enhance efficiency and drive outcomes. Skilled in Microsoft Office, demonstrating exceptional communication abilities and prioritizing excellent service delivery. Work experience showcases commitment to sustainability and knowledge of water resource management. Passionate about contributing to lake and pond management initiatives, ensuring satisfaction through effective team collaboration and proactive problem-solving.

EXPERIENCE

Administrative Support Specialist

June 2025 - Present

EcoWater Solutions

Wauconda, IL

Role involves delivering administrative support and fostering client relations within a busy office environment. Engaging effectively with customers while coordinating materials and managing inventory contributes to team success.

- Provided top-tier customer service, resulting in noticeably enhanced ratings from clients.
- Worked with management to address material supply challenges, leading to timely task completion.
- Conducted inventory audits through regular checks, improving stock accuracy and availability.
- Streamlined credit receipt submissions, enhancing the reimbursement process for faster follow-up.
- Supported branch manager's client follow-ups, nurturing retention and positive relationships.
- Facilitated estimate creation, clearly communicating project specifics and timelines to clients.

Intern Biologist

September 2024 - May 2025

Aquatic Research Institute

Grayslake, IL

Assisted on projects focused on aquatic life analysis and water quality assessments, providing valuable research findings to support conservation efforts.

- Performed water quality assessments that contributed directly to important environmental reports.
- Utilized Microsoft Office software for documenting biological data, significantly aiding researchers.
- Engaged local community members through presentations on ecological awareness, driving public initiatives.
- Actively participated in team discussions to share insights based on comprehensive research observations.
- Coordinated field studies, emphasizing strict adherence to safety and verification protocols.
- Prepared and delivered presentations about water resource strategies, impressing stakeholders in the locality.

Research Assistant

January 2024 - August 2024

Lake Management Team

Highland Park, IL

Supported research initiatives concentrating on freshwater ecosystems, engaging with community outreach programs and assisting researchers in laboratory environments.

- Collected and analyzed data for ongoing research projects on local freshwater ecosystems.
- Maintained thorough documentation records, which proved essential for detailed research processes.
- Collaborated with senior staff on grant proposal preparations, elevating funding prospects.
- Hosted community outreach events aimed at spreading sustainable practices in environmental management.
- Handled scheduling and project timelines efficiently to optimize team productivity.
- Mentored new interns on best practices regarding lab protocols and environmental safety.

LEADERSHIP & AWARDS

- Dean's List, Lake County Community College, 2024-2026
- First Place, Environmental Awareness Competition, 2025

EDUCATION

Associate's Degree in Biology

2026

Lake County Community College GPA: 3.8

Lake County, IL

Coursework: Biological Research, Aquatic Ecology, Water Resource Management, Environmental Science

CERTIFICATIONS

- Microsoft Office Specialist Certification  2026

TECHNICAL SKILLS

- **Office Software:** Microsoft Word, Excel, PowerPoint
- **Data Management Tools:** Excel, Google Sheets, Access
- **Communication Platforms:** Zoom, Slack, Email
- **Research Methodologies:** Surveys, Field Studies, Data Collection
- **Laboratory Equipment:** Spectrophotometer, Micropipettes, Centrifuge
- **Environmental Regulations:** EPA Standards, Local Ordinances, Conservation Guidelines
- **Inventory Control Systems:** StockTrack, QuickBooks Online, CRM Software
- **Educational Tools:** Presentations, Workshops, Informational Sessions
- **Community Engagement:** Outreach Programs, Educational Events, Volunteers
- **Project Management Software:** Trello, Asana, Monday.com

SKILLS

- | | | | |
|------------------------|----------------------|-------------------------|-----------------------|
| • Customer Service | • Team Collaboration | • Documentation | • Public Outreach |
| • Inventory Management | • Data Analysis | • Engagement Strategies | • Salesmanship |
| • Microsoft Office | • Research Skills | • Field Studies | • Safety Protocols |
| • Communication | • Problem Solving | • Technical Writing | • Biological Analysis |

PROFESSIONAL AFFILIATIONS

- Member, Biology Club, Lake County Community College
- Volunteer, Lake Clean-Up Initiative, 2025

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST