

Andrea Lashley

CONTACT

EMAIL: alashley13@student.se.edu
PHONE: (469) 230-2469

PROFILE

OBJECTIVE To obtain a challenging and long term position in which I will be afforded the opportunity to serve in the success of a company committed to agriculture sustainable research & development; specifically plant sciences.

EDUCATION

2016- Current Southeastern Oklahoma State University **Major:** Biology (Botany)
1998-1999 **Minor:** Chemistry **Year:** FALL 2019 **GPA:** 3.78
1995-1998 Grayson County College Associates Degree in Science
-Dual Credit Hours while attending high school resulting in graduating 1 year early

RELEVANT SKILLS

- ✓ Laboratory/Field Research
- ✓ Identifying State/Local /Federal /Foundation Grant Funding
- ✓ Program Development/Implementation/Coordination/Evaluation
- ✓ Compliance Monitoring

COMPUTER SKILLS:

- ✓ Proficient in Microsoft Suite
- ✓ Proficient in Adobe Suite
- ✓ Proficient in QuickBooks Software
- ✓ Website Design
- ✓ Journal/Publication/Administrative Code Research
- ✓ Proficient in Statistical Software
- ✓ Database Design
- ✓ Social Media Marketing

RESEARCH AND INDEPENDENT STUDIES

2017-Current	Seaside Alder	Southeastern Oklahoma State University- Dr. Rice Biology Department -Tree cuttings for propagation -Economic botany project
2019	Monarda Research	Southeastern Oklahoma State University- Dr. Paiva Chemistry Department -NASA OK STEM grant summer internship -Identify, collect, and distill monarda specimens -Analyze thymol content of each population/specimen
2018	Insect Conservation	Southeastern Oklahoma State University- Dr. Paiva Chemistry Department -NASA OK STEM grant summer internship -Research, design, construction, installation of Insect Hotel
2018	Field Research	University of Tennessee (Knoxville)- Fellow Alannie Grace Grant -Specimen Collection Collinsia Violacea -Clonical cell frequency indicating evolution of self-pollination
2017	Fire Ecology	Southeastern Oklahoma State University- Dr. Rice Biology Department -Documenting Secondary Succession Plant Species
2016-2017	Research	Southeastern Oklahoma State University- Dr. Corbett Biology Department -Allelopathy of Eastern Red Cedar Control Study
2016-2017	Lake Study	Southeastern Oklahoma State University- Dr. Patton Biology Department -Identifying Aquatic Species -Identifying Littoral Zone Boundaries
1999	Research	Southeastern Oklahoma State University- Psychology Department -Coding Data

COMMUNITY SERVICE

2018	Public Speaking (Insect Hotel)	Oklahoma Green Schools Annual Summit
2016	Grants Chair	Denison Arts Council
2016	501(c)3 Formation	Denison Soup Kitchen
2016	501(c)3 Formation	Downtown Denison Farmers Market
2009	Music/Art Booking Agent	Deep Ellum Community Arts Festival- Underground Stage
2005	Public Relations/Promotion	In House Entertainment

WORK EXPERIENCE

2009-Current	FOUNDER/GRANT WRITER	ECO, INC	DENISON, TX
	✓ 501(c)3 Formation ✓ Project Management ✓ Marketing		✓ Grant Writing ✓ Consulting ✓ Compliance
2012-2014	ACCOUNTING SUPERVISOR	AOC-DME	SHERMAN, TX
	✓ Accounts Payable/Receivable: QuickBooks ✓ Payroll ✓ Human Resource Manager		✓ Weekly/Monthly/Quarterly Reporting ✓ Compliance ✓ Revenue Projections
2007-2011	DIRECTOR OF OPERATIONS	THE SMARTEST SNACKS	CARROLLTON, TX
	✓ Accounts Payable/Receivable: QuickBooks ✓ Creative Director ✓ Human Resource Manager		✓ Business Analyst ✓ Event Coordinator ✓ Marketing/Promotions Director
2005-2007	PRODUCT SUPPORT ANALYST	PEGASUS SOLUTIONS	DALLAS, TX
	✓ Lock Box: International Accounts Receivable ✓ Analyst		✓ Database Reconciliation ✓ Team Working Environment
1999-2005	EDUCATION CONSULTANT	ESSENTIAL SUPPORT SERVICES, INC	DALLAS, TX
	✓ Accounts Payable/Receivable: QuickBooks ✓ Onsite Compliance Monitoring ✓ Travel Coordinator ✓ Project Coordinator		✓ Technical Assistance ✓ Program Development/Implementation ✓ Grant Writing ✓ Texas Education Agency (TEA) Audit Training
1996-1999	PROJECT COORDINATOR	BOYS & GIRLS CLUB OF SHERMAN	SHERMAN, TX
	✓ Instructor ✓ Membership Liaison		✓ Project Coordinator

REFERENCES

Dr. Stan Rice	Professor of Biological Sciences Phone: 580-745-2688	Southeastern Oklahoma State University Email: srice@se.edu
Dr. Nancy Paiva	Associate Professor of Chemistry Phone: 580-745-2324	Southeastern Oklahoma State University Email: npaiva@se.edu
Kevin Dennis	General Manager Phone: 903-227-1549	Tiger Ridge Manufacturing Email: Reference prefers calls