

# ALEXANDREA FULLER

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## WORK EXPERIENCE

### SKILLS

Writing & Editing

Research

InDesign

Photoshop

Microsoft Word,  
Excel

Data Entry

Hiring

Procedural  
Documentation

### **LAB TECHNICIAN - NATIONAL AQUATICS MONITORING CENTER**

2017-PRESENT

- Promoted to Head Technician within the first year of employment
- Tasked with hiring and training new employees
- Created a handbook of macroinvertebrate identification for new employees
- Quantifying and identifying a wide range of benthic macroinvertebrates
- Monthly quality control checks of processed samples
- Collecting benthic samples along the Logan Canyon River

### **BAKERY CLERK – SMITH’S MARKETPLACE**

2015-2017

- Worked to provide excellent customer care
- Followed and maintained food and company safety procedures
- Successful work both independently and as part of a team

### **OFFICE ADMINISTRATOR – BYUI GEOLOGY DEPARTMENT**

2012-2015

- Assisted students with issues including registration, track changes, security, class availability
- Assisted faculty with projects including data entry, museum and display maintenance, and technology support
- Skilled in Microsoft Word, Excel, and PowerPoint
- Knowledgeable in university and department policies and procedures
- Received FERPA confidentiality training

### **FIELD CAMP COOK – BYUI GEOLOGY DEPARTMENT**

SUMMER 2012

- Provided meals for 30 campers over a 6-week period.
- Meal planning and execution, including shopping for food and nutrition considerations
- Led a team of assistants in meal prep and cleanup

### **ACQUISITION EDITOR- JUXTAPROSE LITERARY MAGAZINE**

2014-2016

- Reviewed and selected poems and art for publication
- Prompt and professional contact with authors
- Occasional handling of social media sites

### EDUCATION

Bachelor’s  
Degree in  
Technical  
Communication  
and Rhetoric

Utah State University

Associate  
Degree in  
Creative Writing

Brigham Young  
University- Idaho