

Andrea C. Abry

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Laboratories
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Professional Experience

WASHINGTON & LEE UNIVERSITY, DEPT OF CHEMISTRY – Lexington, VA, Jan. 2006 – present

Instructor of Chemistry and Supervisor of Laboratories

- Teach general chemistry laboratories, tutor students and update departmental website.

NEW ORLEANS NONPROFIT KNOWLEDGE WORKS New Orleans, LA, Jan. 2005 – Dec. 2006

Information Design Specialist

Coordinated ongoing web production of organization's web sites.

- Designed prototypes with relevant content to produce high-quality technical publications including web pages, maps and printed materials
- Ensured published data and information is accurate and up-to-date
- Answered technical assistance requests from local nonprofits through analysis and interpretation of datasets
- Conducted research and assessment for technology planning

CENTER FOR NONPROFIT RESOURCES – New Orleans, LA, 2002 – 2005

IT Specialist & Training Manager

Managed all aspects of technology for the organization.

- Evaluated technology needs to make recommendations and oversaw the implementation of software and hardware upgrades
- Managed a contact management database and retrieved data in report form for staff
- Oversaw maintenance of office network and server as well as individual workstations
- Maintained organization's website using DreamWeaver software

Provided the nonprofit community with nonprofit resources.

- Managed a 12-station computer lab and 900 print publication library
- Assisted library visitors in finding appropriate resources and using specialized fundraising software
- Designed and published a monthly email newsletter and bi-monthly funding opportunity bulletin distributed to nonprofit agencies

Planned and evaluated all training activities including fundraising workshops, board training, and nonprofit management conferences.

- Designed curriculum for and taught Prospect Research workshops to assist nonprofit agencies in finding and obtaining funding
- Planned and coordinated an annual 4-day conference on nonprofit management
- Recruited 40-50 potential nonprofit board members each year for training and placement on local nonprofit boards

Andrea Abry, page 2

PACE ANALYTICAL SERVICES, INC. – New Orleans, LA, 2000 – 2002

Chemist

Analyzed environmental samples from various industries for compliance with federal regulations.

- Examined water, soil, and waste for volatile and semi-volatile compounds in accordance with EPA's Contract Laboratory Program using Mass Spectrometers and Gas Chromatographs
- Used specialized computer software to interpret data and organize results in report form for clients
- Diagnosed and repaired malfunctions in laboratory instrumentation and computer software

GEORGETOWN VISITATION PREP SCHOOL – Washington, DC, 1997 – 1999

Chemistry/Physics Teacher

- Developed curriculum for and taught Conceptual Physics and General Chemistry courses
- Developed and adapted laptop/internet activities for the classroom as a member of the school's Laptop Computer Program

J. EUGENE MCATEER HIGH SCHOOL – San Francisco, CA , 1996 – 1997

Physics Teacher

- Selected to serve as a teacher in an underserved public school while working towards a Master's in Education as a member of the Peace Corps Fellows Program .
- Developed curriculum for and taught Conceptual Physics courses, grade 9

U.S. PEACE CORPS VOLUNTEER – Zimbabwe, Africa, 1992 – 1994

Science Teacher, Bumhira Secondary School

- Developed curriculum for and taught General Science courses, grades 8 –11
- Planned and implemented community development programs.
- Wrote grants that funded a town water system

GULF SOUTH ENVIRONMENTAL LABS – New Orleans, LA, 1990 – 1992

Scientist

Analyzed environmental samples from various industries for compliance with federal regulations

- Examined water, soil, and waste for volatile and semi-volatile compounds in accordance with EPA's Contract Laboratory Program using Mass Spectrometers and Gas Chromatographs
- Used specialized computer software to interpret data and organize results in report form for clients

OLVER, INC. ENVIRONMENTAL CONSULTANTS – Blacksburg, VA, 1988 – 1990

Associate Chemist

- Supervised analyses of metal-containing compounds in environmental samples using ICP and Atomic Absorption Spectrophotometers

Education and Skills

Bachelor of Arts in Chemistry, 1988
Virginia Tech, Blacksburg, Virginia

Computer skills:

Word, Excel, Access, PowerPoint, Outlook, Macromedia Dreamweaver, Adobe Photoshop, Adobe Illustrator, HTML, Windows 98/2000/XP, Windows NT Server/Small Business Server 2003