

Sarah Astling

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EDUCATION

Manchester University

Cumulative GPA 3.029

Bachelors of Science, Biology

May 16, 2020

Bachelors of Science, Environmental Studies

May 16, 2020

EXPERIENCE

Lab Technician/Veterinary Assistant

September, 2020 - Current

Northeast Indiana Emergency Clinic

Fort Wayne, IN

- Assisted Vets and Vet Tech staff with animal emergencies, care, and treatments while under pressure.
- Completed various laboratory duties including CBC's, fecal examination, urinalysis, preparing cultures, parasitological analysis, and microscope analysis.
- Cleaned and maintained animal kennels, ensuring animals were as comfortable as possible during treatments.
- Assisted Vet Techs with animal restraints, observations and progression monitoring.
- Completed paperwork reports of lab analysis in a timely manner for Vets and patient files.
- Answered routine questions and inquiries by patient owners in person and over the phone.
- Coordinated with staff to ensure all required exams, samples, and information about new patients is gathered and recorded properly.
- Followed lab safety and contamination prevention instructions.

Resident Assistant/Apartment Coordinator

August 2017 – May 2020

Manchester University

North Manchester, IN

- Responsible for residents by ensuring safety, support, and a sense of welcoming.
- Enforced campus and residential life rules and policies. Demonstrated authority when needed by documenting situations.

- Desk duty multiple times a week, keeping sensitive paperwork of residents and situations organized and up-to-date.
- Answered phone calls and directed students to needed sources.
- Handled hall budget money for programs- keep track of receipts and working closely with the business office.
- Lead and collaborated with staff members, working as a team member for programs and campus events.
- Experienced in handling stressful situations including roommate/personal conflict, alcohol violations, title IX situations, and medical emergencies.

Teaching Assistant- Intro to Environmental Studies

September 2019 – May 2020

Manchester University

North Manchester, IN

- Lead group discussions and promoting students to have insightful and thoughtful responses to both pre-made questions and further elaborations of their answers.
- Graded assignments, assisted students with questions in and out of class.
- Promptly responded to student's needs via email or in person.
- Occasionally taught class, lead discussions, and assisted with laboratory practices.
- Lead and managed semester long sustainability project.

INTERSHIPS AND RESEARCH

Animal Behavior Research Intern

May 2018-August 2018

Manchester University Biology Department

North Manchester, IN

- Met with advisor and fellow intern prior to study, formulating our research points, methods, and methodology design including constructing and preparing needed equipment.
- Collected data daily, recording, observing, and documenting Squirrel's behaviors while foraging when exposed to odor cues.
- Flexibility: adjusted methods to improve data collection, as well as work around weather difficulties.
- Moved equipment daily, including setup and teardown of blind and tripod camera, cleaning foraging pans, and counting remaining seeds.
- Worked in several types of weather over the summer including heat, direct sunlight, wind and rain.
- Wrote scientific paper on findings, as well as a poster presentation for Manchester University's research symposium.

Intern Zookeeper

May 2017-August 2017

Potawatomi Zoo

South Bend, IN

- Arrived early for daily morning briefing, animal check, and keeper meeting.
- Trained in escaped animal situations, including memorization of color codes for danger level to prevent panicking guests while animal is being monitored.
- Performed all duties including maintaining holding and exhibit cleanliness, morning/afternoon feedings, preparing, planning, and documenting enrichment, monitoring animal behaviors, new animal introductions, as well as assisting keepers with medications.
- Assisted lead zookeepers with educational talks to guests at outdoor “keeper talks” or private events.
- Enforced and monitored zoo policies, informing and reporting guests in violation of rules.
- Worked with all zookeepers and their areas as well as four other interns sharing ideas for enrichment and improvements to the zoo and guest experience.

SKILLS

Applicable Skills: Teamwork, promptness, organization, advertising, communication, multitasking, problem solving, dependability, leadership, and conflict resolution.

Computer: MS PowerPoint and Word. Google Drive, docs, slides, and sheets, and adobe photoshop.