

# Sara D. Altenburg

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## Professional Experience:

May 2012 – Present Montana State University Bozeman, MT

### **Laboratory Manager & Research Associate**

- Develop and implement research plans, including methods development and assistance in managing personnel
- Oversee daily laboratory operation, ordering, maintenance, and instrument care
- Maintenance of laboratory stock cultures
- Conduct research that includes physiology and ecology of anaerobic microorganisms
- Supervising, mentoring, and training undergraduate and graduate students involved in research projects
- Screen & supervise undergraduate students employed as Lab Assistants
- Laboratory set-up and movement of proper laboratory equipment
- Coordinating with collaborators as required
- Responsible for Lab BioSafety inspections and ensuring the lab is in accordance with MSU safety policies

January 2012 – May 2012 BioScience Laboratories, Inc Bozeman, MT

### **Microbiologist**

- Plan and perform a variety of American and European Standard Microbiology studies
- Contribute to and write protocols to meet customer's needs
- Critically analyze study results for accuracy and success in meeting study goals
- Train others in methods, procedures, and equipment used in the laboratory

May 2011- January 2012 MitoSciences, Inc. Eugene, OR

### **Production Technician II**

- Perform batch production of intermediates, components, and finished goods; label and assemble finished goods; close production orders
- QC Logistics: assess material and equipment needs; request raw materials; schedule QC tests; write/update protocols; prepare test samples
- QC Testing: perform QC tests (ELISA, ICC, Western Blot, Immunoprecipitation); perform troubleshooting tests of QC failures
- QC Reporting: analyze data; write reports; calculate pass rates

October 2010 – January 2012 Sylvan Learning Center Eugene, OR

### **Teacher**

- Utilize Sylvan programs to complete personalized tutoring programs in math, reading, and writing
- Work with students to improve study skills, independence, and scholastic confidence
- Act as liaison between teachers, students, and parents as needed
- Provide Homework Support for advanced math and science

June 2010 – September 2010

Floating Island International

Shepherd, MT

**Staff Scientist**

- Manage environmental research laboratory
- Perform water analysis to monitor nutrient loads
- Plan, coordinate, and execute research projects
- Collect, analyze, and report data to a diverse audience
- Maintain laboratory and field equipment
- Participate in grant funded projects with outside entities
- Collaborate with an array of team members on projects and development

August 2009 – May 2010

Hanksville Elementary School

Hanksville, UT

**Paraprofessional Educator**

- Provide instructional assistance to teachers
- Plan, coordinate, and execute core curriculum for 5<sup>th</sup> grade science
- Plan, coordinate, and execute core curriculum for 1<sup>st</sup> grade literacy
- Monitor student performance
- Assist students with assignments as needed
- Complete tasks as assigned by teachers

August 2008 – August 2009

Del Rio High School

Del Rio, TX

**Science Teacher**

- Instruct pupils using course guidelines in accordance with Texas Education Agency standards
- Plan all instruction in order to provide for efficient teaching and learning
- Individualized instruction
- Formative assessment based instruction
- Keep and submit up to date daily and unit plans to the department head upon request
- Maintain accurate and complete daily attendance records
- Counsel students as needed
- Attend all faculty meetings and staff development
- Write course curriculum for Environmental Systems
- Evaluate and record the achievement and progress of students
- Maintain contact with parents/guardians
- Science Department team member
- Science Department budget team

December 2008- June 2009

Motivating Tomorrow's Minds

Del Rio, TX

**Math Tutor**

- Provide additional mathematics instructional assistance to students
- Prepare students for state testing and SAT
- Work with individual student strengths and weaknesses to tailor lessons
- Maintain accurate and complete attendance records
- Provide student progress reflections

September 2006-August 2008

Fluorescence Innovations, Inc.

Bozeman, MT

**Research Assistant**

**Office/Clerical Management and Facilitator**

- Molecular Biology Experimental Design and Performance
- Analytical Interpretation and Management of Data
- General Laboratory Maintenance and Cleaning
- Maintenance of Purchasing System
- Assist with Grant Proposals/Writing/Submission
- Maintain Quickbooks Database
- Payroll, Ordering, Bill Payment, Grant Monies Reporting, and HR duties

March 2006-March 2008

Montana State University

Bozeman, MT

**Research Associate & Laboratory Manager**

- Molecular Biology Experimental Design and Performance
- Analytical Interpretation and Management of Data
- Participation in Manuscript and Grant Preparation
- Laboratory Management
- Direct Supervisor for Laboratory Staff and Students
- Laboratory Website Design and Management
- Meeting Coordinator

December 2005 – June 2006

physiciansupplementreview.com

Bozeman, MT

**Website Manager**

- Research and write reviews for nutritional and herbal supplements
- Manage website content and postings
- Maintain PT Home Office

July 2002-November 2005

Bacterin International Inc.

Belgrade, MT

**Study Director** – July 2005-November 2005

- Regulate and ensure Good Laboratory Practice (GLP) regulations are followed in accordance to FDA mandated 21 CFR (Part 58)
- Responsible for the design, conduct, interpretation, analysis, and reports for all studies
- Serve as the primary contact for technical and financial client interaction, audits, and facility visits
- Oversee the setup/implementation/personnel of a CLIA certified Diagnostic Laboratory for Tissue Bank Testing
- Continued duties as Director of Laboratory Services

**Director of Laboratory Services** – May 2004-July 2005

- Development of Microbiology and Molecular Biology Assays
- Assist in the implementation of a new Biologics Division – Tissue Donors, Tissue Procurement, Tissue Processing, Donor Testing, and Product Sales
- Customer Relations, Finance, and Sales
- Standard Operating Procedure (SOP) generation and review
- Write, recommend, advocate and/or implement new and/or changes in existing company policies and procedures
- Continued duties as Testing Laboratory Manager

**Testing Laboratory Manager** - July 2003-May 2004

- Assay/Project Scheduling
- Inventory tracking, ordering, selection, and pricing
- Direct Supervisor and Hiring Manager for Testing Lab Technicians
- Employee Trainer – GLP, Laboratory, and Company wide SOP's.
- Implementation of OSHA and BSL -2 compliant procedures and policies
- Continued duties as Testing Laboratory Technician

**Testing Laboratory Technician** - July 2002-July 2003

- Microbiology Techniques
- Assay setup and performance
- GLP and Good Documentation Practices
- Laboratory Maintenance and Cleaning

**Other Experience:** January 2004-May 2004 MSU – Department of Entomology Bozeman, MT

**Academic Research**

- Investigation of the alfalfa pollen foraging habits of *Megachile rotunda* and protein content of alfalfa in comparison to other commonly foraged pollen sources.

January 2004-May 2004 MSU – Department of VTMB Bozeman, MT

**Academic Research**

- Research on Galectin-1 induced apoptosis of gamma-delta and alpha-beta T lymphocytes by FACS analysis.

January 1999- May 1999 Casper Community College Casper, WY

**Teacher's Assistant (TA) – Biology Laboratory**

- Supervise students during class, provide demonstrations, and answer questions. Grade and record assignments and tests.

May 1999 – August 1999 Natrona County Health Department Casper, WY

**Mosquito Control Technician**

- Collect, identify, monitor, and treat mosquito populations via monitoring studies and habitat field inventories. Review compiled data to identify treatment need.

**Education:** 2008-2009 I Teach Texas Del Rio, TX

**Secondary Education License**

2000-2004 Montana State University Bozeman, MT

**Bachelor of Science in Biotechnology**

- Animal Systems Option

**Bachelor of Science in Biological Sciences**

- Minor in Entomology

1998-2000 Casper Community College Casper, WY

**Associate of Science in Biological Sciences**