

JESSICA A. MONMANEY

jamonmaney@gmail.com

EDUCATION

Vassar College — Poughkeepsie, NY

- Bachelor of Arts in Environmental Studies, May 2008
 - Concentrations: Biology and Political Science
 - Thesis: From Embargo to Ethanol: The Evolution of Oil Conservation (*Brian G. McAdoe, Ph.D.*)

RELEVANT EXPERIENCE

Research Intern

02/2009 – PRESENT

Edgerton Research Laboratory, New England Aquarium – Boston, MA

- Wrote research synopses of projects for Rotjan Lab website
- Proof-read scientific manuscripts, grant proposals, and scientists' submissions to newspapers and other media
- Lab experience working with acoustic stress in fishes; gained skills in animal husbandry and analytical chemistry
- Field experience working in New England rocky intertidal habitats
(*Randi Rotjan, Ph.D.*)

Research Assistant

05/2007 – 08/2007

Undergraduate Research Summer Institute – Poughkeepsie, NY

- Became familiar with Superfund versus Brownfield regulations in order to make the best suggestions for remediation of the Poughkeepsie watershed
- Researched Federal, State, and local land use regulations to assess possibility of using the Brownfields Program to clean up the stream's watershed
- Met with Poughkeepsie residents and local developers to discuss future conservation plans
- Made site visits to Brownfield and Superfund sites in the Hudson Valley to see these policies in various stages of remediation

(*Pinar Batur, Ph.D. and Stuart L. Belli, Ph.D.*)

Legal Assistant

01/2006 – 05/2006

New York State Department of Environmental Conservation – Poughkeepsie, NY

- Gained a working knowledge of state environmental regulations while editing environmental permits and licenses, Orders of Consent, and Schedules of Compliance
- Filed closed cases to further office efficiency and organization
- Made site visits with Environmental Conservation Officers to assess the remediation/recovery levels of these sites

SPECIALIZED SKILLS

- Familiarity with Adobe Creative Suite (specifically InDesign and Illustrator)
- Web design using Dreamweaver
- Public speaking
- Proficiency with Microsoft Office
- Field sampling techniques
- Enzyme immunoassays, fish husbandry, animal behavior techniques

RELEVANT COURSEWORK

Introduction to Biological Investigation (*Erica J. Crespi, Ph.D*)
Parasites, Immunity, and Human Biology (*J. William Straus, Ph.D.*)
Animal Structure and Diversity (*Jason Jones, Ph.D.*)
Developmental Biology (*J. William Straus, Ph.D.*)
Principles of Genetics (*Cynthia K. Damer, Ph.D.*)
Experimental Animal Behavior (*Jason Jones, Ph.D.*)

OTHER EXPERIENCE

Administrative Assistant

05/2009 – 10/2009

National Life Group of Vermont – Montpelier, VT

- Processed and evaluated applications of agents who wish to sell National Life Insurance
- Supported multiple agency specialists with administrative duties
- Responded to questions from clients, agents, and agency specialists regarding updates to and procedures for National Life contracts and licenses

Campaign Volunteer

07/2008 – 11/2008

Vermont Democratic Party – Montpelier, VT

- Participated in phone banks to monitor constituent support for gubernatorial candidate Gaye Symington
- Updated Excel spreadsheets with information re: issues important to Vermont voters
- Organized and supervised Get Out The Vote phone banks in central Vermont

Reserve Specialist:

01/2006 – 05/2008

Vassar College Libraries – Poughkeepsie, NY

- Provided research assistance to fellow students, locating and retrieving documents at the Vassar College Reserve Desk

Administrative Assistant

09/2004 – 12/2006

Sports Information Department, Vassar College – Poughkeepsie, NY

- Edited stories for athletics website
- Used Adobe Creative Suite (specifically InDesign and Illustrator) to create promotional pamphlets for athletic events and to update athletics website (using Dreamweaver)
- Organized five years of backdated Vassar College athletics news in order to facilitate representation and research of Vassar College athletics

REFERENCES

Available upon request