

# Lena Webb

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## **EDUCATION**

**Brandeis University** Waltham, MA  
Graduate Program in Molecular and Cellular Biology  
M.S.  
2006-2010

**Skidmore College** Saratoga Springs, NY  
B.A. in Biology, Magna Cum Laude with Departmental Honors  
2001-2005

## **ACADEMIC ADMINISTRATION**

**Personnel Administrator** – Brandeis University  
August 2015- present

I provide personnel support to research labs in the five departments that make up the University's Division of Science. Responsibilities include preparing and submitting paperwork for all personnel hires, terminations, and changes. I also serve as project manager in analyzing and improving business processes within the Division.

## **BIOLOGICAL RESEARCH and WRITING EXPERIENCE**

**Lab technician-** Brandeis University  
August 2014- 2015

Prepared necessary reagents for a large-scale (~120 students) biology lab course. My main duties were to ensure that the lab sections are well-equipped for the day's experiments and plan for extra supplies at hand in case of mishaps. I also assisted in revising the lab manual by testing new experiments and establishing the most cost-effective means of supplying the needs of the course.

**Scriptwriter-** Journal of Visualized Experiments  
August 2010-2012

Translated scientific protocols into narratives that communicate the scope of the protocol using visual media. This included editorial tasks such as simplifying complex language, requesting clarification of the authors' intended instructions, and meeting deadlines.

**Graduate student-** Brandeis University  
August 2006-2011

Worked under the mentorship of Dr. Paul Garrity to investigate the molecules and neurons involved in *Drosophila* thermosensation with a focus on noxious cold temperatures. Basic lab skills, behavioral apparatus

design, and *Drosophila* genetic techniques were used and honed.

**Emerging Infectious Diseases Fellowship-** Centers for Disease Control and Prevention  
August 2005-2006

Worked with the CDC's Poxvirus Program under the mentorship of Dr. Russel Regnery and Dr. Inger Damon to determine the extent of genetic diversity in the currently-available smallpox vaccine using RT-PCR and pyrosequencing. I also participated in the development of a cost-effective serological assay to be used for monkeypox surveillance in the Democratic Republic of Congo.

**Research assistant-** Skidmore College  
Summer 2005

Carried out research under the mentorship of Dr. Pat Hilleren to localize aberrantly-spliced mRNA transcripts in yeast using fluorescent *in situ* hybridization and confocal microscopy.

**Endocrine Society Summer Research Award-** Skidmore College  
Summer 2004

Proposed and carried out experiments under the mentorship of Dr. Marc Tetel to map the expression of steroid receptor co-activator 2 (SRC-2) in adult rat brain and determine to what extent its expression is affected by estrogen levels. Experimental techniques used include: surgical ovariectomy, cardiac perfusion, histology, immunohistochemistry and confocal microscopy.

**TEACHING EXPERIENCE**

**Teaching assistant-** Brandeis University  
September 2007- June 2008

General Biology Laboratory: Led a 25 student laboratory skills section focused on teaching basic molecular biology experimental techniques including PCR, gel electrophoresis, and DNA sequencing. Held outside office hours and worked one-on-one with students to craft and revise their lab reports.

Genetics and Molecular Biology: Held weekly recitation sessions and prepared questions to work out with the attending students for additional review.

**Counselor for the Summer Science Institute for Girls-** Skidmore College  
June 2004  
June 2003

SSIG is a one-week program during which girls aged 11-13 participate in workshops and lab sessions with Skidmore students and faculty. Responsibilities included acting as a mentor to the girls and fostering an interest in the sciences, through leading lectures and aiding professors during sessions.

**HOSPITALITY EXPERIENCE**

*I feel strongly that interpersonal effectiveness is necessary for all lines of work and, in my experience,*

*bartending puts this skill first and foremost.*

**Bartender-** 'Spoke Wine Bar  
June-December 2013

I learned about and served Old World wines from one of the most creative lists in Boston, expanded my palate, and am now very excited by any wine that ages under a layer of yeast. I attended Sherryfest 2013 at the Astor Wine Center in NYC and participated in the Grand Tasting to source a Manzanilla to add to the menu.

**Bartender-** Drink  
April 2012-April 2013

Starting as a barback, I learned to maintain a sense of urgency, work efficiently on multiple tasks, and give my co-workers the same hospitality and respect we give to guests. As a bartender I worked to improve my speed, recipe recall, and the quality of guest interactions.