
EMILY MURPHY

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QUALIFICATIONS

Over ten years of lab operations experience in non-human primate electrophysiology using a variety of managerial, clerical, and administrative skills to coordinate general training and care-taking of non-human primates. Ability to quickly adapt to new, and sometimes complex, computer programs and systems. Recently completed a Master's degree (MSBA) in Medical Management to gain the skills required to stay current, grow knowledge and continue to be successful in this field.

EMPLOYMENT

University of Rochester, Rochester, NY

Technical Associate (2013-present)

- Helping manage lab operations, running experiments and working alongside graduate students and post-doctoral candidates in a medium-sized research laboratory studying the neural substrates of visual and vestibular systems
- Interface with various internal and external personnel to keep the lab organized and the equipment maintained and functional
 - Order research materials from vendors, including office supplies and technical equipment used for experiments and maintaining purchasing records for the lab
 - Identify and resolve general issues related to the lab, working directly with facilities management, payroll, purchasing, UCAR, veterinary staff, etc.
- Train naïve NHPs to be chaired and work on visual experiments
- Assist during NHP surgeries, both with preparing instruments and scrubbing in for procedures

York University, Toronto, ON

Laboratory Manager and Technician (2008-2011)

- Manage and oversee operations for a lab researching neural mechanisms of visual perception and plasticity
- Manage costs to keep the lab running smoothly by organizing work schedules and facilitating everyday lab operations
 - Directed student and post-doc experiment schedules to make the most effective and efficient use of resources in a shared lab space.

- Worked with vendors to request quotes, order research materials, effectively managing the reconciliation of purchases using electronic third party systems.
 - Created an online version for vendor record-keeping to improve existing manual process
- Managed expenses by tracking grant spending
- Training of NHPs
 - Chair training with the pole and collar method
 - Trained them to present hands for a finger prick blood test as well as to submit to saliva sampling while awake/behaving.

University of Rochester and Yale University, Rochester, NY and New Haven, CT

Laboratory Manager and Technician (2006-2007)

- Supported post-doctoral candidates researching the neural basis of decision-making by preparing, conducting and documenting experiments
 - Coordinated with different members of the lab and liaised with faculty and administrative staff of various university departments
 - Performed clerical and administrative duties including lab space organization, product ordering through research grants, maintenance of research protocols and regulatory records

Parkridge Chemical Dependency, Rochester, NY

Lead Residence Counselor of Adolescent Inpatient Unit (2005-2006)

- Worked in tandem with a psychiatrist and other staff to give the optimal level of patient care in a clinical setting
 - Created individualized relapse preventing plans for patients
 - Input daily patient notes into a computerized filing system

Bausch and Lomb, Rochester, NY

Customer Service Representative (summers 2002-2004)

- Answered calls from doctor's offices ordering prescription contact lenses for individual patients and input them into the computer system

EDUCATION

UNIVERSITY OF ROCHESTER, Simon School of Business, Rochester, NY

Master's degree (MSBA), Medical Management, 2020

UNIVERSITY OF TORONTO, Toronto, Canada

Honours Bachelor of Science with Distinction, Biology and Zoology, 2005

- St. Michael's College Dean's List Recipient 2001/2002

TECHNICAL SKILLS

- Microsoft Word
- Excel
- PowerPoint
- Adobe PDF writer
- Outlook and Thunderbird
- Experience dealing with vendor websites for ordering and procurement
- Some familiarity with Matlab