

Kayla Graves

Current Study Specialist for pre-clinical testing, looking for opportunities to gain more knowledge and experience in science research or project management.

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EDUCATION

Minnesota State University, Mankato — *B.S. Psychology*

Graduation: May 2020

Minor in Philosophy

WORK EXPERIENCE

WuXi Apptec (Medical Device Testing), St Paul, MN — *Study Specialist, Custom Testing*

Apr. 2022 - Present

- Responsible for assisting study directors in the management, scheduling, and investigations associated with nonclinical studies
- Requires an ability to work across internal working groups to assist in the planning, execution, and completion of nonclinical studies that meet Sponsor and regulatory requirements.
- Support IACUC submissions, support protocol revisions, creating and organizing study files.
- Coordinate the report process from data collection to release of the draft report, including scanning and sending final reports
- Support investigations addressing non-conforming events associated with studies

WuXi Apptec (Medical Device Testing), St Paul, MN — *Sample Receipt Coordinator*

Mar. 2021 - Apr. 2022

- Responsible for logging in & maintaining test/control articles submitted on WuXi Apptec submission forms, in compliance with GLP, GMP, and ISO standards.
- Communicates with clients regarding their submissions, to ensure standards are met.
- Responsible for assembling physical study folders
- Requires thorough understanding of Good Laboratory Practices and Good Manufacturing Practices.

SKILLS

IBM SPSS

Microsoft Office, Excel, Powerpoint

Data Analysis

GLP, GMP knowledge

Interpersonal communication

Creative problem solving

Relevant Coursework Biopsychology/Neuroscience:

Brain and Behavior (Spring 2019)

Cognitive Science (Fall 2018)

Psychopharmacology (Fall 2019)

Behavioral Neuroscience (Spring 2020)

Relevant Coursework Biology:

Intro to Biology (Fall 2018)

Environmental Biology (Spring 2018)

AWARDS

Dean's List 2018-2019
Normandale Community College

Dean's List 2020
Minnesota State University, Mankato

Zumiez, Mankato, MN — 2nd Assistant Manager

Oct. 2018 - Oct. 2019

- Help maintain an efficient and positive team setting
- Train new employees
- Create plans to improve store's sales statistics

Hideaway, Rosemount, MN — Shift Lead

Apr. 2016 - May 2019

- Create store displays, and organize products
- Lead the staff in product inventory
- Assign daily tasks to each team member

RESEARCH

Behavioral Neuroscience Research Assistant for Dr. Bradley Arsenov— Jan. 2019–May 2020

- Comparative study of auditory cortex in spotted hyena brains
- Collect data and analyze brain tissue slides in lab
- Academic writing and publication in progress
- Present at research conferences

VOLUNTEERING

Residential Community Council — Spring 2015

Event Coordinator for Preska Residence hall at Minnesota State University. Worked with fellow council members to plan events within budget to create a community setting on campus.