

# KELLE BOUMANSOUR

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## EMPLOYMENT

### **Contracts and Data Management Specialist** (January 2010 – present)

#### **City of Boulder, Local Environmental Action Division**

- Prepare Requests for Proposals, Scopes of Work, contracts and data tracking guidelines for outsourced projects for bid publication and solicitation, and evaluate contractor proposals for completeness, appropriateness of response and participate in selection of contractors to conduct specified work.
- Administer and oversee contracts to insure contractor compliance with project specifications, quality control standards, permit requirements, and technical accuracy and uniformity.
- Work with city staff to design and administer data tracking systems utilizing various databases such as geographic information systems (GIS), LandLink and data imaging, and analyze data, identifying trends and outliers.
- Develop recommendations for program changes and adjustment of program metrics to adequately and appropriately measure success.

### **Administrative Specialist** (September 2007 – January 2010)

#### **City of Boulder, Office of Environmental Affairs**

- Prepared annual budgets from four taxed based funding sources totally over \$2.5 million per year.
- Performed budget analyses and adjustments of the four funding sources to ensure compliance with budget allocations and constraints, and created monthly budget reports for tracking expenditures and revenues of four funding sources.
- Administered financial reporting associated with grants from state and federal governments.
- Assisted with communications for press releases and educational materials for energy efficiency and waste reduction programs.
- Updated and maintained website with current information on energy efficiency and waste reduction programs and events.
- Scheduled, organized and prepared materials for Environmental Advisory Board and other public process meetings.

### **Graduate Student Research** (August 2005 – May 2007)

#### **Reproductive Endocrinology Laboratory, University of Colorado Boulder**

- Researched literature reviews on endocrinology studies focusing on the reproductive tracts of *Rana pipiens* and related frog species.
- Surgically implanted hormone capsules, performed gonadectomy, and extracted Mullerian ducts.
- Generated microscopic tissue samples of gonads and Mullerian ducts for cellular analyses, and plasma samples for radioactive assays.
- Analyzed tissue samples tracking and collecting cellular morphology data.
- Performed statistical analysis of data to determine hormonal effects on Mullerian ducts.
- Wrote research dissertation detailing methods of research approach and results found of hormone manipulations on the Mullerian ducts of the adult male *Rana pipien*.

### **Environmental Health Specialist Intern** (January 2007-May 2007)

#### **Internship at Boulder County Public Health in the Environmental Health Division**

- Researched pharmaceutical waste reclamation programs nationwide to investigate program approaches and designs.
- Developed a residential pharmaceutical waste reclamation program in partnership with Longmont United Hospital to service Boulder County residents.
- Developed product information packets and power point presentations pertaining to best management practices, water conservation and energy efficiency for Boulder County PACE candidates.

### **Teaching Assistant** (Aug 2005-May 2007)

#### **Human Anatomy Laboratory, University of Colorado Boulder**

- Presented laboratory lessons in human anatomy to undergraduate students.
- Taught and guided undergraduate students through human anatomy in the laboratory.
- Performed human cadaver dissection.

**Lab Manager** (Aug 2002- June 2005)

**Laboratory for Cognitive Computational Neuroscience, Psychology Department of the University of California, Santa Barbara**

- Gathered and provided necessary background information for grant proposal submissions.
- Designed and maintained laboratory web page using DreamWeaver software.
- Formatted and edited scientific articles for peer review submissions to industry journals.
- Created digital reference library of laboratory literature and relevant industry literature.

**Administrative Assistant/ Background Researcher** (April 2004 – June 2005)

**SafeCare Information Services**, Santa Barbara, CA

- Executed employment and degree verifications, and verified social security numbers and credit reports for clients' employment candidates via numerous online databases.
  - Researched criminal record investigation for clients' employment candidates via numerous online databases.
  - Maintained bookkeeping files, produced invoices and reconciliation statements using QuickBooks.
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## COMPUTER SKILLS

Experience with PC and Macintosh systems, and web proficient on both systems.

Software/Applications: Adobe Acrobat, Adobe Photoshop, AutoCAD, Autodesk Revit, DreamWeaver, Endnote, ImageJ, InStat3, MS Excel, MS Outlook, MS PowerPoint, MS Word, QuickBooks, Word Perfect

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## EDUCATION

**Fundamentals of Interior Design Certificate** (August 2009 – present)

Front Range Community College, Westminster

**Master of Science, Integrative Physiology** (May 2007)

**Specialization:** *Reproductive Endocrinology*

University of Colorado, Boulder

**Thesis project:** *Estrogenic and Androgenic Effects on the Mullerian Duct of the Adult Male Rana pipien*

**Bachelor of Science in Biopsychology** (June 2002)

University of California, Santa Barbara

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## OTHER INTERESTS

### Health and Fitness

- Completed the Humboldt County Redwood's Marathon in October of 1998.
- Participated in the Danskin Sprint Triathlon and the Outdoor Diva's TriBabes Sprint Triathlon in July of 2007 and September of 2008, respectively.
- Enjoy yoga classes, hiking, road and mountain biking, rafting, and jogging

### Language and Travel

- Studied Spanish for six years in high school and university.
- Studied Spanish abroad in Oaxaca City, Oaxaca Mexico from June – July 1998
- Traveled to 15 countries on the European, North and South American continents and Caribbean Islands.

### Hobbies

- Attend a monthly book club
- Complete crossword and Sudoku puzzles
- Enjoy gardening and landscaping projects