

INDIRA MOLINA

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April 5, 2010

Water Environment Association of Ontario (WEAO)
PO Box 176
Milton, ON L9T 4N9

Dear Sir/Madam:

I am really interested in being part of your organization and therefore applying for an open student position in the water environment industry. After looking through the website of your organization, and participating at the seminar (WEAO-Ryerson Chapter), I got really amazed of the high quality service that the organization provides in order to promote and preserve Ontario's water environment. I feel very excited about the possibility of joining the Water Environment Association of Ontario (WEAO).

I am currently enrolled in my third year of the Bachelor of Chemical Engineering Co-operative Program at Ryerson University. Through my studies and Co-op work experience, I have acquired excellent analytical, organizational and problem solving skills while attending lectures and performing laboratory experiments. Last Fall semester, I worked at Ryerson University as a Research Assistant on a project that consisted of the hydrolysis of lignocellulosic materials for the production of glucose that can be converted to ethanol. During that work, I applied mass-volume relationships, mass-volume dilution, precise weighing, also measurement of liquids, pH, solubility and concentration concepts, especially when preparing Dinitrosalicylic Acid reagent (DNS) reagent, glucose standards and 0.1 and 0.05 M Na-Citrate buffer solutions.

Some of the experiments in my Organic Chemistry laboratory course CHY 272 consisted of the preparation and recrystallization of acetanilide; reduction of the carbonyl group with sodium borohydride etc. In addition, I prepared cyclohexanol and performed distillation to separate/purify the cyclohexanol from diethyl ether (used as a solvent) and other materials. Then, I measured the yield and determined the purity of cyclohexanol by comparing the experimental values found for boiling, melting points and refractive Index with its theoretical values. Through both work and academic settings, I followed experimental procedures, recorded data, used and calibrated laboratory equipment and followed the cleaning and safety precautions. Additionally, I demonstrated initiative and learned how to work effectively with others and under pressure. Managing my time between my school assignments and extracurricular activities taught me how to be organized and prioritize my work. I am confident that I can make a positive contribution to your organization.

Thank you for your consideration and I look forward to hearing from you in order to discuss this opportunity in further detail. I can be reached at (416) 8957274 or at imolina@ryerson.ca.

Yours sincerely,

Indira Molina

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HIGHLIGHTS OF QUALIFICATIONS

- Capable of adapting easily to new concepts and responsibilities
- Investigative and problem solving abilities
- Management skills, demonstrated proficiency in leading and mentoring individuals to maximize productivity, while forming and maintaining solid team environments
- Function well in fast paced, high-pressure atmosphere
- Fluent in English and Spanish

TECHNICAL SKILLS

- Analytical laboratory skills; experimental design, study execution, data analysis
- Excellent ability to handle chemicals, materials, and equipment properly
- Experienced in the accurate preparation of chemical solutions, precise weighing and measurement of liquids
- Expertise in documenting experimental data through paper format and software
- Knowledge in using MS Office tools, Adobe Photoshop, AutoCAD, Operating system Windows 98/2000, XP and Mac (OS)

EDUCATION

Bachelor of Chemical Engineering Co-operative Program
Ryerson University

September 2005-Present
Toronto, Ontario

WORK EXPERIENCE

Research Assistant
Department of Chemical Engineering
Ryerson University

September- December 2009
Toronto, Ontario

- Researched and performed experiments regarding enzyme activity measurement and the hydrolysis of lignocelluloses materials to form glucose that can be fermented to ethanol which developed and expanded my research and analytical skills
- Achieved knowledge of using laboratory equipment such as Incubator, UV/VIS Spectrometer
- Prepared 0.1, 0.05 M Na-Citrate buffer solutions and DNS reagent
- Proposed ideas for the design of the experiments regarding enzyme activity measurement, which enhanced my creativity and judgment
- Participated in team communication and presented weekly formal reports which improved my technical oral-written skills
- Maintained a good communication with my co-workers especially when sharing laboratory space and equipment

Cashier/Server in the Food Services Department
Centreville Amusement Park Toronto Islands

May-September 2007
Toronto, Ontario

- Operated computerized cash register, processed customers' orders, which enhanced my ability to learn how to use new and technical equipment
- Kept line-ups to a minimum with fast, efficient and polite service which helped me to learn how to work effectively and under pressure
- Maintained organized and clean workstation, which increased my organizational skills

Customer Service Representative (Seasonal)
Vital Link Ice-Cream Event Marketing

May-September 2006
Toronto, Ontario

- Served ice cream as per client's request and received payment by cash which enhanced my mental ability to make numerical calculations quickly
- Answered enquiries from customers which enabled use of my good interpersonal skills

Cashier/Counter Help
McDonald's

March 2004- October 2005
Toronto, Ontario

- Served and processed customers' orders which helped me improve my ability to follow instructions and perform tasks
- Worked in teams which allowed me to learn how to communicate well with other workers and make sure the work was done effectively and on time

VOLUNTEER EXPERIENCE

Tri-Mentoring Program (Mentor)
Ryerson University

September 2005- Present
Toronto, Ontario

- Guide first year students at Ryerson University to understand how the university works which gave me active knowledge in guiding students to make successful transitions
- Enhanced my managing and leadership skills

The Documentary Society
Ryerson University

November 2007- Present
Toronto, Ontario

- Organized critical documentary film screenings around social, economic, political, religious issues in order to raise awareness and encourage positive change
- I have strengthened my creativity by suggesting ideas to make positive changes of the discussed topic of discussion

OTHER INTERESTS Aerobics, tae-bo, spinning, swimming and Latin dancing

References available upon request