

Kimberly Redden
40 N. Tower Rd. Unit 7B
Oak Brook, IL 60523

Dear Sir or Madam,

I am reaching out to explore if there's an opportunity for me as an MPH student to work as an unpaid intern for 120 hours this fall, as an internship is a requirement of my program.

I believe my academic background in chemistry and work experience will allow me to learn quickly and contribute during my time as an intern. I've pursued the MPH with an intent to steer my career towards the exposure assessment, risk assessment, toxicology, epidemiology, statistical modeling, or any other scientific or quantitative aspects of the field. I would work extraordinarily hard to show my appreciation of having practical experience in this type of work.

For the last two years, I have balanced the rigorous MPH curriculum while building my career at the Water Quality Association. In my current role, I teach technical training workshops covering drinking water regulations and the applications of various water treatment technologies. I also assist in an effort to harmonize action levels for material safety extraction testing and have observed the advisory board level peer-review process of risk assessments used in my industry's standards. Studying for my MPH and experiences working in the field of drinking water have confirmed that my passion is in the quantitative and scientific aspects of public health.

Thank you for your consideration hosting me for a 3-week unpaid internship in the fall 2017 for my MPH. Please feel free to reach me at any time to further explore how I can contribute to your organization.

All the best,



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KIMBERLY REDDEN, MWS

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Professional Objective

Complete a 3-week unpaid internship working on a project that benefits the host organization and fulfills the requirements of Elmhurst College's Masters in Public Health program.

Academic Background

Elmhurst College | Elmhurst, Illinois 2015 – Dec. 2017
Masters in Public Health

North Central College | Naperville, Illinois 2007 – 2011
Bachelors in Chemistry

Professional Experience

Water Quality Association | Lisle, IL

Associate Advisor, Professional Certification and Training Department August 2015 – Present

- Teaches interactive 8-hour technical training sessions on drinking water regulations, contaminants, and the theory, application, sizing, hydrodynamics, and performance factors of common residential water treatment technologies.
- Presents formal technical talks at regional and national meetings on water quality and water treatment.
- Advise members on water treatment solutions for specific contaminants, troubleshooting systems, and regulatory compliance.
- Leads curriculum development and instructional design for online learning platform with collaborative subject matter experts and cultivates interactive e-learning activities in Articulate Storyline software.
- Identifies topics and speakers for technical education sessions at annual national convention.
- Proactively identifies process improvements and procedures for generating new revenue.
- Encourages implementation of training program internally by leading bi-weekly working sessions with staff.
- Certified Master Water Specialist (MWS) and continues education to maintain certification.

Research Associate Project Leader, Water Quality Research Foundation August 2015 – Present

- Oversee projects conducted by research and academic institutions. Includes evaluation of proposals, contracts, progress reports, and liaison to industry leadership.
- Implement committee and board processes associated with the research agenda, project prioritization, funding approvals, and communication strategies of final reports.

Regulatory and Technical Affairs Coordinator April 2013 – Aug. 2015

- Research and proactively identify technical and regulatory matters for the water treatment industry; includes codes and regulations, drinking water contaminants, treatment technology efficacies, and accredited standards.
- Supervision of new regulatory staff, responsible for all training and development of an online-accessible database of regulations; including an internal issue tracking, communication and accountability system.
- Manage and participate on committees and task forces for technical, toxicology, regulatory, and research projects.
- Co-authored qualitative research with the National Groundwater Association to fulfill a grant for the CDC.
- Lead cross-functional internal teams to evaluate process efficiencies, SOP's, and CRM database.

VWR International | Batavia, IL

Customer Service and Sales Support April 2012 – April 2013

- Support the sales team with customer and business interfaces; includes attaining quotations, chemical and instrument specifications, troubleshooting issues, and solving sensitive customer issues.
- Proficient using SAP database management system.