

CAROLINE WAHLGREEN

Graduate of the University of Arizona // Passionate About the Intersection of
Research, Sustainability, and Community Education & Involvement

PROFESSIONAL HISTORY

March 2023- Present - **University of Arkansas Institute for Integrative and Innovative Research (I³R) - Fayetteville, AR**

Administrative Specialist

- Provides departmental administrative support to the various teams within the Institute by processing procurement and travel; tracking expenses & preparing reports; supporting grants and proposals processes; planning and coordinating departmental events; facilitating internal and external communications; supporting onboarding; providing operational support.
- Currently coordinating all outreach efforts, including the new Undergraduate Research Program & K-12 outreach programs.

January 2021 - Bayer Crop Science - Marana, AZ

January 2023 *Greenhouse Technician*

- Utilization of digital tools to help plan and make decisions for day to day labor with the guidance of the head grower and department lead.
- Create and contribute to development of greenhouse operation protocols.
- Was responsible for a number of tasks relating to the growth of agricultural specimen. These tasks included: germination tray preparation, seed receiving, seed planting via automated systems, seed germination, watering, fertilizing, transplanting, gathering plant health data, etc.
- Assisted in research relating to plant health and system efficiency.
- Performed cleaning and housekeeping duties as needed (sweeping, vacuuming, etc.)

March 2021 - May 2021 - **University of Arizona Dept. of Research, Innovation and Impact - Tucson, AZ**

Research Laboratory & Safety Services Student Employee

- Stewardship and development of compliance software data and chemical databases.
- Performed operational, administrative, and other programmatic support duties (data entry, report generation) as necessary.
- Assisted with and/or conducted audits and assessments of laboratories utilizing a variety of hazardous materials: chemical, biological, radiological.

September 2018 - May 2020 - **University of Arizona Dining Services - Tucson, AZ**

Dining Services Assistant

- Provided supervision, oversight, and accountability for complex projects.
- Developed communication pipelines among various teams in my area and distributed important and time-sensitive information from management.
- Worked with people across my department to troubleshoot and solve problems within our software, most often on an independent schedule .

EDUCATION

2018-2021 **University of Arizona in Tucson, AZ**

Bachelors of Science in Organismal Biology

Honors: *Dean's List with Distinction, 2020-2021*

2017-2018 **University of Arkansas in Fayetteville, AR**

Fulbright College of Sciences

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