



18804 North Creek Parkway, Ste 100, Bothell, WA 98011 • USA • T: 206 632 6206 F: 206 632 6017 • info@brooksapplied.com

Betty Vordahl

Project Coordinator

Primary Responsibilities

Detailed review of log-in paper work, frequent updates of information (client, project, work order) in LIMS, occasional phone/email communication with our clients, daily interactions with the Project Management Team and other lab staff, daily generation of reports of analytical results (including review of analytical data and generation of detailed reported narration), and maintenance of individual financial projections and updates to Client Resource Management software (Microsoft) for assigned PMs. Assist other Project Coordinators and Project Managers with daily tasks. Also, help with quote requests and administrative duties as needed.

Education

B.S., Chemistry, *Western Washington University*, 2008

Employment

Project Coordinator, *Brooks Applied Labs*, 2017- present

Quality Assurance Technician III, *Craft Brew Alliance*, 2013 – 2017

Organic Chemist, *Edge Analytical Laboratories*, 2008 - 2013