

Monica McDonald

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Permanent Address:

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Alternate Address:

California Academy of Sciences
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EDUCATION

San Francisco State University

Master of Science GPA: 4.0/4.0
Ecology and Systematic Biology
Biology Coursework: Population Genetics, Advanced Phylogenetic
Analysis, Animal Physiology, Molecular Methods in Ecology and Evolution

San Francisco, CA
Currently Enrolled

Boston College

Master of Arts GPA: 3.9/4.0
Higher Education Administration

Chestnut Hill, MA
May 2003

Washington University in St. Louis

Bachelor of Arts GPA: 3.3/4.0
Major: Anthropology Minor: Psychology, Earth and Planetary Science
Biological Anthropology Coursework: Introduction to Physical Anthropology,
Evolution of Non-Human Primates, Primate Biology, Human
Osteology, Paleoanthropology, Introduction to Archeology,
Swahili I & II, Statistics

St. Louis, MO
May 2001

University College London

Junior Study Abroad Program,
Focus was on Anthropology and learning about the English culture
Anthropology Coursework: Evolution of Cognition, Anthropology of Religion,
Current Issues in Gender and Sexuality, Biological and Evolutionary Ecology

London, UK
Spring 2000

AWARDS RECEIVED

IRA SFSU Biology Department Small Grant (\$300) – Fall 2007
IRA SFSU Biology Department Small Grant (\$400) – Spring 2007
California Academy of Sciences Molecular Start-Up Grant (\$1,500) – 2007
California Academy of Sciences G. Lindsay Field Research Fund (\$3,000) – 2006-2007

CONFERENCES

American Association of Physical Anthropologists (AAPA) – March 28-30, 2007, Philadelphia, PA

PROFESSIONAL MEMBERSHIPS

Sigma Xi Member – 2007-2008

PROFESSIONAL EXPERIENCE

*Fall 2007 &
Spring 2007*

Biology 101 Lab Instructor, San Francisco, CA

San Francisco State University

- Taught one biology lab in Spring 2007 and two sessions concurrently in Fall 2007
- Provided basic lecture to facilitate in lab activities
- Created and graded quizzes, exams, and lab notebooks
- Held one office hour per week and advised students with their Symposium projects
- Facilitated group activities during the 3-hour/week lab

Fall 2007

Fieldwork in Kenya and Tanzania

- Obtained necessary permits for fieldwork in Africa

- Collection of 240 fecal samples in Southern Kenya, Eastern Arc Mounains, Tanzania, and Southern Highlands, Tanzania

Spring 2007

Osher Lab Volunteer, San Francisco, CA
California Academy of Sciences

- Assisted with phylogeographic study of snake species by performing PCR, gel electrophoresis, ExoSap, cycle sequencing, and Sephadex processes
- Analyzed sequences using the computer program, SEQUENCHER

Spring 2006

Volunteer Primate Field Assistant (5 months), Watamu, Kenya, Africa

- Responsible for habituation of a group of Sykes monkeys at the Gede Ruins
- Collected behavioral data and fecal samples for cortisol testing to access primate stress levels
- Learned conversational Swahili

Spring 2005

Gallery Guide, Cambridge, MA
Harvard Museum of Natural History

- Studied facts and important information related to mammals, particularly those in the museum
- Taught both children and adults fun facts about mammals using “Discovery Carts” and “Investigation Stations”
- Engaged museum visitors in interactive learning

Summer 2002

Primate Behavior Course and Field Research, Costa Rica
LaSuerte Biological Field Station

- Gained general primate behavior and ecology knowledge
- Investigated tail locomotion in Mantled Howler Monkeys

Summer 2001

Primate House Intern, St. Louis, MO
St. Louis Zoo

- Cared for primates and cleaned primate habitat
- Prepared food and enrichment for the primates in the primate house
- Observed the primate behaviors and better understand zoo politics
- Assisted in primate restraint during veterinary visits

Spring 1999

Paleoanthropology Research Assistant, St. Louis, MO
Dr. Erik Trinkaus, Department of Anthropology, Washington University

- Preparation of skeletal specimens and data collection for a paleoanthropological research project examining limb ratios in humans for comparison with Neanderthals and Early Modern Human bones

OTHER PROFESSIONAL EXPERIENCE

2008-present

Admissions Coordinator and Advisor, San Francisco, CA
Health Professions Advising Center, San Francisco State University

- Aided in reading, interview, and selection process of applicants to SFSU’s Formal Post-Baccalaureate and Dental Re-Applicant program
- Met with current SFSU pre-veterinary students to discuss their credentials
- Manage admissions correspondence pertaining to these SFSU programs

2004-2006

Graduate Studies Manager, North Grafton, MA
Academic Affairs Office, Tufts University School of Veterinary Medicine

- Created consistent policies and procedures for the graduate programs
- Acted as liaison between the graduate students, faculty, and administrators
- Worked in conjunction with the registrar when registering students for courses and obtaining course grades
- Organized the Graduate Student Orientation and created information for incoming students
- Created and composed the Graduate Student Handbook, containing all policies and procedures pertaining to the graduate and/or combined degree programs
- Updated all five graduate and combined degree program websites
- Acted as admissions reader for the DVM application process

- 2002-2004* **Admissions Counselor**, North Grafton, MA
Admissions Office, Tufts University School of Veterinary Medicine
- Met with prospective and denied applicants to discuss their credentials
 - Offered group and individual tours of the veterinary hospitals
 - Represented Tufts at graduate and pre-health fairs and visited undergraduate pre-veterinary groups
 - Aided in selection of veterinary applicant pool from 800 to 250 applicants
 - Prepared statistical reports dealing with the admissions process
 - Organized the Reception for Admitted Applicants in April
 - Created the Tufts Veterinary Outreach Program, whereby disadvantaged Worcester High School students, proficient in the sciences, were invited to campus to learn more about veterinary medicine
 - Produced a “Greening the Grafton Campus Brochure” for current students and new employees
- Spring 2002* **Tufts’ Undergraduate Experience Task Force Intern**, Medford, MA
Task Force for Undergraduate Experience, Tufts University
- Contacted various colleges and universities to gather information on previous task force initiatives
 - Examined organization, recommendation, and implementation strategies of these recent campus-wide initiatives with regards to the undergraduate experience
- 2001-2002* **Freshman First Week Assistant**, Chestnut Hill, MA
Office of the Dean for Student Development, Boston College
- Created and maintained a Freshman First Week website using Adobe Photoshop and Dreamweaver
 - Organized Student Activities Day
 - Served on BC Leadership Awards Banquet Committee
 - Publicized and coordinated 10 major campus events for 1800 freshmen
 - Co-advised the Undergraduate Government of Boston College
 - Compared 6 area Boston Orientation programs and first year events to provide ideas for future Boston College orientations
- 2001-2002* **O’Connell House Fiscal Manager**, Chestnut Hill, MA
Office of the Dean for Student Development, Boston College
- Maintained and balanced a \$45,000 budget for programming and maintenance
 - Lived in and helped maintain the Operations of the Freshman Student Union
 - Directed a group of 9 volunteers to organize and construct a \$40,000 campus event
- 2000-2001* **RA Staff Selection Committee**, St. Louis, MO
Residential Life, Washington University in St. Louis
- Assisted in the creation and implementation of RA Selection Process
 - Assisted in facilitating the large group interview and helped assess approximately 20 RA candidates
 - Interviewed 4 Hall Director candidates for the upcoming 2001-2002 academic year
- 1999-2001* **Residential Advisor**, St. Louis, MO
Residential Life, Washington University in St. Louis
- Advised students with concerns and administered rules for a better community environment
 - Planned and organized 10 programs per semester and encouraged my residents to attend other campus and community programs
 - Promoted faculty involvement in the residence halls by coordinating programs with our hall’s faculty family
 - Received “October 2000 Regional RA of the Month” award
- 1998-2000* **Residence Hall Association Committee Chair (Swamp ‘Scapade)**, St. Louis, MO
Residential Life, Washington University in St. Louis
- Created agendas, kept records, and balanced a \$12,000 budget for the committee
 - Publicized on-campus bands and selected 7 for a Battle of the Bands competition
 - Organized food, bands, electricity, and space for two full day-long events, Sound from the Swamp and Soiree in the Swamp
 - Created designs for promotional products given out during the event
 - MACURH (Midwest Affiliate of College and University Residence Halls) 4-year award

HONORARIES

Chimes National Junior Honorary (treasurer)
Lambda Alpha (Anthropology Honorary)
NRHH (National Residence Hall Honorary)