

# William Russell Cejtin

Chicago, IL 60612 – 847.769.3616 – wcejtin@gmail.com

*Driven environmental health & safety professional with diverse background in environmental and occupational health science, wildlife conservation research (lab and field), animal care, and sales & business development. Committed to advancing environmental health and safety within industrial settings to promote health and safety of workers, the public, and the environment.*

---

## SKILLS & CAPABILITIES

- Proficient with Microsoft Office Programs and Box cloud-based storage
  - Experience with SAS and R statistical software and cloud-based computing
  - Experience in recordkeeping and compiling, organizing, and reviewing databases
  - Lab Safety/Workplace Safety inspections, Air/Noise/Asbestos sampling
  - Advanced understanding of OSHA standards
- 

## EDUCATION

### University of Illinois at Chicago

Expected graduation in May 2020

*Master of Science in Public Health – Environmental and Occupational Health Sciences*

*NIOSH Traineeship – Industrial Hygiene*

### University of Illinois at Champaign-Urbana

May 2012

*Bachelor of Science in Integrative Biology*

---

## WORK EXPERIENCE

### University of Illinois at Chicago – Environmental Health & Safety Office

January 2019 – Present

*Industrial Hygiene/Lab Safety Graduate Assistant*

Chicago, IL

- Trained in lab safety protocol and standard operating procedures
- Conduct inspections for lab safety, workplace safety, gas cylinder inventory/storage and draft follow-up inspection reports
- Conduct industrial hygiene monitoring for proper air flow in university laboratory fume hoods and perform air monitoring in various campus facilities
- Present lab safety training material to graduate researchers (OSHA lab standard, emergency preparedness, engineering controls, biosafety, chemical labelling and storage, PPE, compressed gas cylinders, chemical waste)
- Develop, review, edit, and manage environmental health and safety documentation (i.e. chemical inventory, campus space inventory, lab-specific contact information, inspection reports, training material etc.)

### University of Illinois at Chicago – School of Public Health

October 2018 – Present

*NIOSH Trainee Researcher*

Chicago, IL

- Develop and execute study protocol for occupational health research, primarily dermal exposure studies
- Analyze effective methods of contaminant removal after dermal exposure
- Investigate dermal exposure via glove penetration as a result of dish-washing experimental simulations
- Maintain detailed records of lab procedures and experimental measurements in designated lab notebooks
- Conduct statistical analysis/data management for projects listed above using SAS, R, Excel and store records using cloud-based electronic databases

### Ascent Services Group

April 2018 – August 2018

*Clinical Operations Recruiter*

April 2016 – December 2016

Chicago, IL

- Built and maintained career consultant relationships with clients specializing in the pharmaceutical/biotechnology industry
- Facilitated candidate career growth and development and managed client records as needed (using electronic databases)
- Negotiated contractual terms for temporary and permanent offers of employment

### Smart Traffik

January 2017 – January 2018

*Business Developer*

Chicago, IL

- Developed marketing action plans to generate leads for potential clients in the retail industry
- Built business relationships with qualified leads
- Attended networking/tradeshows events to showcase E-commerce software solutions and engage with prospective clients
- Created and delivered client presentations and maintained business records using Salesforce
- Coordinated with internal and external IT personnel to implement new projects

# William Russell Cejtin

Chicago, IL 60612 – 847.769.3616 – wcejtin@gmail.com

## John G. Shedd Aquarium

September 2014 – March 2016

*Animal Care Specialist, Assistant Animal Care Specialist, Marine Mammal Intern (hired after internship)*

Chicago, IL

- Trained in animal handling and animal-trainer safety
- Performed animal husbandry/training practices with the sea lions, birds of prey, dogs, and cetaceans
- Supervised and trained animal care department interns and volunteers in maintenance practices and animal-worker safety
- Compiled training progress and observational data into reports for departmental database
- Actively managed animal diets and health history using AIMS and TRACKS software

## Consolidated Chemical Works

January 2014 – March 2015

*Assistant Process Manager*

Chicago, IL

- Trained in lab safety protocol, manufacturing/workplace safety, and forklift operation
- Executed large-scale production of eco-friendly cleaning products
- Utilized non-hazardous chemical ingredients and reuse of rinse-water for future production to maximize sustainability
- Conducted quality control testing of chemical properties for each product
- Cleaned and maintained lab equipment and restocked chemical supplies

## MEMBERSHIPS

- American Industrial Hygiene Association (AIHA)
- American Society of Safety Professionals (ASSP)
- Secretary of Operations for AIHA/ASSP student section at UIC (as of January 2019)

## CERTIFICATIONS & AWARDS

- Graduate Safety Practitioner (GSP): Board of Certified Safety Professionals (will receive after graduation from MS program)
- OSHA trained (General Industry 10 Hour) as of November 2015
- CPR/First Aid certified as of September 2015
- 1<sup>st</sup> place winner for podium presentation of Industrial Hygiene-related research (“Characterization of Dermal Exposure as a Result of Glove Penetration”) at Chicago Chapter AIHA Student Night 2020

## COMMUNITY INVOLVEMENT

- Coordinated high school outreach sessions to inform students about careers in Environmental Health and Safety      Spring 2018
- Fundraised for UIUC student organization involved with rainforest restoration in Nicaragua      November 2011
- Served in Chicagoland area soup kitchens      Summer 2005 and 2006
- Volunteered at environmental clean-up events      Summer 2004 and 2004