

LILI TUCKER

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EDUCATION

Boston University College of Communication

B.S Mass Communication- Advertising | French Concentration

Boston, MA

2016-2020

EXPERIENCE

CIC Health

Assistant Quality Control Manager

Boston, MA

November 2021-Present

- Lead the initiative on non-Covid sample related projects such as operations, organizing, room management, and process improvement.
- Identified operational gaps and proposed solutions
- Helped manage hiring, training and scheduling of a 24/7 staff in order to efficiently process, ensure a quick turnaround time, and minimize errors for COVID-19 samples.
- Designed and aided in the establishing of Standard Operating Procedures and other training documents

Beacon Hill Staffing Group,

Held a variety of temporary positions in the greater Boston area including:

Boston, MA

2018-2019

CIC Health

(August 2021-September 2021)

Pre-accessioning and Weekend Operations Support

- Organized, audited and corrected errors for COVID-19 samples for processing
- Managed lab run schedule and staff schedules during shifts
- Provided weekend operations support to clients and communicated daily with managers and operators to discuss any issues or concerns

CIC Health

(November 2020-Present)

Host/Greeter

- Checked-in visitors for their covid tests, maintained site occupancy, restocked testing stations, fielded customer questions and concerns, kept site inventory and managed drop off and pick up of at home covid test kits.

New England School of Law

(September 2020 – November 2020)

Office Assistant

- Checked in students for their regular covid-testing, designed numbered labels for library tables to aid in contact tracing, checked students into lectures assuring they were maintaining covid protocols

Wandering Minds

Production Manager

Boston, MA

2017-2020

- Inspired a constitutional change allowing for Freshmen to join the executive board making me the youngest executive board member in club history.
- Created and managed website and social media for the promotion of upcoming shows, events, and news increasing membership participation and engagement by more than half.
- Designed and coordinated outdoor, digital and online advertising for club shows and events as well as organizing in person tabling events for recruitment.
- Improved organization and allocation of club funds and resources resulting in almost 500% increase in funding.

SKILLS:

HTML, CSS, JS, Python | French | ASL | Design Communication | Adobe Creative Suite (InDesign, Photoshop, Illustrator) | Google Suite | Salesforce, SuperSaas, Airtable