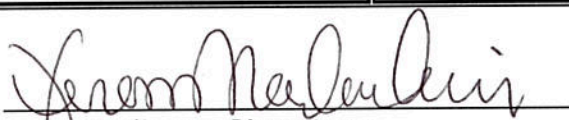


## 2012 Student Leadership Awards Application Form

Please complete all fields and e-mail this form to [undergrad@acs.org](mailto:undergrad@acs.org) (include "2012 Leadership Awards" in the subject line) or FAX to 202-872-8068. All paid student members who have completed at least one year of undergraduate studies in the chemical sciences and have held elective office in an active student chapter are eligible to apply. Preference will be given to sophomores and juniors.

**All applications must be received by October 26, 2011**

1. Full Name:	Veronica Nowakowski	
2. Email Address:	veronica.nowakowski@simmons.edu	
3. SSN:	034-74-4096	
4. Mailing Address:	38 Cedar Glen Belchertown, MA 01007 [HOME]	54 Pilgrim Road MSC #825 Boston, MA 02215 [SCHOOL]
5. Telephone:	(413) 687-5504	
6. Fax:	None	
7. Institution name:	Simmons College	
8. Faculty Advisor /email	Nancy Lee nancy.lee@simmons.edu	
9. ACS Student Member Number:	30182282	
10. Expected Graduation Date:	May 2013	

  
Applicant Signature

10/20/2011  
Date

  
Faculty Advisor Signature

10/26/11  
Date

Note: Faculty Advisor to ACS Student Chapter at Simmons College is Cheryl Lavoie. Her email is [cheryl.lavoie@simmons.edu](mailto:cheryl.lavoie@simmons.edu).

October 22, 2011

Nancy Bakowski  
American Chemical Society  
1155 Sixteenth Street, NW  
Washington, DC 20036

Dear Nancy Bakowski:

I learned about the ACS Student Leadership Award from the Simmons College ACS Chapter President, Katrina Thistle. She was selected for the award last year and attended this leadership program. Her appraisal of the program convinced me that this would be a wonderful opportunity to gain leadership and managerial skills, in hopes of becoming the Simmons ACS Chapter President next year. I am very interested in this unique privilege, and believe that the leadership skills I have obtained will contribute to the program and in turn be strengthened and improved greatly.

I am currently the secretary of the ACS Student Chapter at Simmons College and assistant to the President. As secretary, it is my duty to record the minutes of each meeting and notify the members of any important news and upcoming events. I recently organized the Chemistry and Physics Liaison Bake Sale and Mole Day Celebration. These events required the delegation of various tasks to other members of the liaison. Ensuring everyone completed their assigned job worked together as a cohesive team was crucial in putting together a successful event. By working closely with the President as her assistant, I expect to gain a complete understanding of the duties a President undertakes, in hopes that I will be elected to fill her position next year.

In addition to my involvement in the ACS Student Chapter at Simmons, I am an active student in the Chemistry and Physics Department. Last spring, I organized a clean-up week in order to undertake various overdue projects within the Department. As the leader of this event, I coordinated living and meal arrangements for the volunteers, supervised the volunteers and oversaw the progress of tasks at hand, which included re-arranging and cleaning-out the chemical stockroom to ensure that proper safety measures were practiced. Because of the great success of the clean-up week, I was asked to plan a set-up week before the fall 2011 semester began. Similar to the clean-up week, worked with the Office of Residence Life to coordinate living accommodations and supervised approximately eighteen volunteers. The purpose of the set-up week was to renovate the appearance of the Chemistry and Physics Department. This required me to specifically micromanage the volunteers in the preparation and execution of fifteen bulletin boards on display in the Department.

The leadership activities I have been involved in have taught me very important skills that I will be able to utilize for years to come. These activities have specifically showed me the importance of communication, teamwork and forming relationships. In order to be an effective leader, you also must be able to take initiative and make decisions. In the preparation and planning of meetings and events, it is crucial that someone takes control and makes the final decision when others are hesitant. Finally, I discovered the significance of leading by example and how others will be influenced by what you put forward.

Even though I have had experience in leadership positions, I am constantly seeking to improve my managerial skills. I would like to further develop my networking skills, seeing as it is not always what you know, but who you know that will help you move forward. I also hope to expand my communication skills. As a leader, being able to communicate a vision or strategy effectively is crucial. The manner and approach in which you deliver your idea determines how it will be received by your audience. This is the ultimate skill in being able to motivate and inspire people.

If chosen to partake in this unique opportunity, I hope to utilize the skill set I will gain to strengthen the Simmons College ACS student chapter by motivating the members to become more involved. With an increased member activity, putting on larger scale chemistry events to promote science would be possible. It is a goal of mine to organize a Safe Cosmetics event to connect chemistry with every-day life for science majors and non-science majors as well. I plan to utilize all of the skills I will acquire through the program in order to facilitate this project effectively.

Attached is a copy of my resume. Please let me know if there is anything else I can do to influence your decision in my favor.

Sincerely,  
Veronica Nowakowski  
54 Pilgrim Road MSC 825  
Boston, MA 02215  
(413) 687-5504  
nowakows@simmons.edu

# Veronica C. Nowakowski

54 Pilgrim Road, MSC #825, Boston, Massachusetts 02215  
(413) 687-5504  
veronica.nowakowski@simmons.edu

## Education

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Simmons College, Boston, MA

*Bachelor of Science in Biochemistry*, anticipated May 2013

GPA 3.3

*Honors*: Deans List Fall 2009, Spring 2011

*Activities*: Secretary of Chemistry-Physics Liaison (ACS Student Chapter member), Student Ambassador, Biology Liaison Member, Simmons Tennis Team Member (Fall 2009 and Fall 2010 Seasons)

## Leadership Experience

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Simmons College American Chemical Society Chapter, Boston, MA

Fall 2011 - Present

**Secretary and Assistant to the President of the Chemistry and Physics Liaison**

- Member of the American Chemical Society
- Record the minutes of each meeting and notify the members of any news and upcoming events.
- Update the Liaison's Facebook group page
- Organized the Chemistry and Physics Liaison Bake Sale, delegating the tasks of baking and selling the baked goods to Liaison members.
- Arranged the Liaison Mole Day Celebration with a Mole Day Cake-Cutting
- Shadow the President of the Liaison to understand the workings of leading the Liaison and the ACS Chapter in hopes that I will be elected president of the Liaison the next academic school year.
- Planning a Safe Cosmetics Night in Spring 2012 that informs people of the importance of safer cosmetics with an interactive lab on how to create your own safe cosmetics.

Simmons Chemistry and Physics Department, Boston, MA

August 2011

**Event Coordinator and Director of the Set-Up Week**

- Planned a "set-up" week in the Chemistry and Physics Department, coordinating living and meal arrangements with the Office of Residence Life for the volunteers.
- Supervised ~ 18 volunteers and oversaw the progress of set-up week tasks
- Micromanaged the preparation and execution of fifteen bulletin boards on display in the Chemistry and Physics Department.
- Volunteered for 100 hours within a course of six days.

Simmons Chemistry and Physics Department, Boston, MA

May 2011

**Event Coordinator and Director of the Clean-Up Week**

- Planned a "clean-up" week in the Chemistry and Physics Department, coordinating living arrangements with the Office of Residence Life for the volunteers.
- Supervised ~ 8 volunteers and oversaw the progress of clean-up week tasks
- Re-arranged the chemical stockroom to ensure the proper safety measures are practiced.
- Worked with Chemoventory (a chemical database) to inventory all of the chemicals in the Simmons College chemical stockroom.
- Purged old hazardous chemicals and properly disposed of them.
- Volunteered for 50 hours within a course of four days.

Beth Israel Deaconess Medical Center Facilities and Planning Department, Boston, MA

Spring 2011

**Donations Coordinator**

- Collected donations (office and medical supplies) from Beth Israel Deaconess Medical Center (BIDMC).
- Updated the donations inventory and organized the storage of supplies waiting to be donated
- Coordinated donation pick-ups by non-profit organizations in the Boston area

## Laboratory Experience

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Research Project in Chemistry and Physics Department at Simmons College, Boston, MA

Spring 2011-Present

**Research Student**

- Volunteer-based research working on the greening of the polymer synthesis of Vinylbenzyl thymine.

- Conducted literary researches on Vinylbenzyl thymine (VBT) and analyzed results of the VBT synthesis for its possible application in antimicrobial resistance (Spring 2011).
- Learned how to operate the High Performance Liquid Chromatogram (HPLC) and interpret the spectra for use in analyzing the data from the VBT synthesis being conducted in the research integrated Organic Chemistry I and II labs (Fall 2011).
- Analyzing the products of the VBT synthesis with the HPLC (Fall 2011).

**Chemistry Laboratory Set-up at Simmons College, Boston, MA**

Spring 2011-Present

**Organic Chemistry I and II Preparatory Technician**

- Prepare laboratory equipment apparatuses, chemical solutions and instrumentation required for each laboratory procedure in Organic Chemistry I and Organic Chemistry II.

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### Teaching Experience

**Chemistry Teaching Assistant at Simmons College, Boston, MA**

Fall 2011-Present

**Organic Chemistry I and II Teaching Assistant**

- Provide assistance to the organic chemistry students with the research integrated laboratory experiments.
- Operate the laboratory instruments and instruct the students on how to use the instruments and interpret the results.

**Kwong Kow Chinese School and the Newton Learning Center, Boston, MA**

Fall 2010 - Present

**Teacher**

- Prepare lesson plans for 5<sup>th</sup> and 6<sup>th</sup> grade mathematics, focusing on advanced material to help the students excel further in their coursework in the Boston Public School System (Fall 2010 - Spring 2011).
- Developed class-specific teaching methods that were stimulating and entertaining (Fall 2010 – Spring 2011).
- Head teacher of the 5<sup>th</sup> grade, responsible for creating interactive and engaging lesson plans for the english and math curriculum (Fall 2011).

**Farragut Elementary School, Boston, MA**

Fall 2009 - Fall 2010

**Tutor**

- Led a group of students, aged 6-12, in age appropriate games and art activities as a part of a daily morning program
- Planned crafts and art projects for the elementary school students, encouraging them to think creatively
- Assisted the students with their homework

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### Work Experience

**Simmons College Admissions Office, Boston, MA**

Spring 2010 – Spring 2011

**Student Ambassador/Tour Guide**

- Led tours of Simmons College for prospective students
- Represented the college in a respectable manner while providing helpful information to the prospective students and their families

**Six Flags New England, Agawam, MA**

Summer 2010

**Hostess (Cashier)**

- Served customers as an admissions cashier and provided excellent service that contributed positively to guests' experience
- Operated cash register and accurately managed cash drawer
- Provided friendly and timely customer service while representing the amusement park in a positive manner

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### Skills

*Computer:* Proficient in Microsoft Word, Excel, PowerPoint

*Language:* Conversational in French and Polish

*Analytical Instruments:* Trained on the High Pressure Liquid Chromatogram, the <sup>1</sup>HNMR and <sup>13</sup>CNMR, the Infrared Spectrogram, the Rotary Evaporator, and the Gas Chromatogram.