

# Elizabeth Kolp

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## PROFESSIONAL EXPERIENCE

### Current position:

#### Business Operations Manager

March 2024-present

Pesticide/Fertilizer Licensing Division

Ohio Department of Agriculture, Reynoldsburg, OH

As the Business Operations Manager for the Pesticide and Fertilizer Division, I help regulate the use and distribution of pesticides in Ohio. My section is responsible for issuing licenses to pesticide applicators and serves as the registrar for pesticide companies. Over 25,000 pesticide applicators and 15,000 pesticide products are licensed annually through this division.

- Writes, reviews, and edits policies and procedures
- Prepares and analyzes fiscal and budgetary transactions
- Directs and coordinates administrative and support functions for assigned area
- Supervises direct reports and performs annual staff reviews and maintains attendance and timecards
- Ensures business operations of divisions are efficient and supportive of Ohio Department of Agriculture operations, missions, and goals.
- Oversees grant tracking and monitors progress of time sensitive and special reports and coordinates submission of various assignments

### Previous positions:

#### Supervisor

Feb 2020- March 2024

Quality Assurance and Laboratory Safety

Responsible Official

Ohio Department of Health, Reynoldsburg, OH

As the Quality Assurance and Lab Safety Supervisor, I am responsible for providing a safe and reputable laboratory for the State of Ohio. I oversee all building maintenance and equipment repair as well as access to restricted laboratories. When bringing new assays on board, I am involved in performing a Risk Assessment to make sure that each step of the procedure is conducted in the safest manner to protect our staff. Review of all manuals is done on an annual basis as well as the creation of new procedure. When staff stray from the written procedures, I am responsible for investigating and performing root cause analysis to determine the underlying cause and help generate corrective and preventative actions.

- Coordinate all onboarding and training for new personnel, continued training and coordination of annual and bi-annual training events, development of training materials
- Supervise laboratory modifications, new equipment purchases and installations, and maintain accurate equipment inventory and maintenance
- Perform annual staff reviews as well as maintain time and attendance for direct reports
- Facilitate Medical Surveillance for laboratory personnel
- Revise biosafety manuals, exposure control plans and SOPs (Standard Operating Procedures)
- Complete and review Procedural Risk Assessments for application of use and safety in the laboratory
- Perform root cause analyses to identify basic or causal factors underlying variations in performance to generate remedial/correction or preventative actions

- Lead energizing, fun, safe, and educational group classes for indoor cycling
- Support YMCA members in achieving their goals related to health and well-being
- Create and organize riding profiles and accompanying music
- Pursue self-development that enhances job performance and demonstrates an openness to change
- Maintain cycling equipment, including bikes and sound system

**Laboratory Scientist 3**

**Sept 2011- Feb 2020**

Laboratory Coordinator-  
Mycobacteriology, Serology, Parasitology  
Ohio Department of Health, Reynoldsburg, OH

As the Laboratory Coordinator, I have primary responsibility for the operations of three main areas including Mycobacteriology, Serology, and Parasitology. I coordinate the activities of four Lab Scientists in addition to my previous responsibilities as a Lab Scientist 2. As such, I am responsible for the quick and accurate reporting of patient results and the safe and efficient operations of a large program that houses infectious agents of significant risk to human and animal health. Specific responsibilities and skills include:

- Coordinate all onboarding and training for new personnel, continued training and coordination of annual and bi-annual training events, development of training materials
- Supervise laboratory modifications, new equipment purchases and installations and maintain accurate equipment inventory
- Revise biosafety manuals, exposure control plans and SOPs
- Manage grant funds, including procuring supplies and equipment
- Contribute data and insights for public health programmatic grant requirements
- Monitor and assist Laboratory Scientist 2 in test reporting, test results, and maintaining laboratory records
- Generate monthly Turnaround Time Reports for QA department to assess timely identification and reporting of samples
- Perform root cause analyses to identify basic or causal factors underlying variations in performance to generate remedial/correction or preventative actions

**Laboratory Scientist 2**

**Jan 2007-Sept 2011**

Mycobacteriology Laboratory, Serology, GC/CT, Rabies  
Ohio Department of Health, Reynoldsburg, OH

- Utilized aseptic technique for the culture and identification of Mycobacteria in BSL3
- Completed DNA Probe testing, High Performance Liquid Chromatography (HPLC), Fluorescent Acid-Fast Microscopy (FAM) and RT PCR of MTB on the ABI 7500 for identification of clinical samples and cultures
- Performed Antimicrobial Drug Susceptibility Testing of MTB clinical cultures
- Performed ELISA and Western Blot for confirmation of HIV Antibody testing
- Performed DFA for Cryptosporidium and Giardia from preserved fecal specimens
- Completed College of American Pathologists (CAP) and Clinical Laboratory Improvement Amendments (CLIA) proficiency testing to maintain CAP and CLIA certification/accreditation
- Completed QA/QC of all equipment, media and reagents and generated monthly Turnaround Time Reports for QA department to assess timely identification and reporting of samples
- Performed patient and sample data entry and reporting using Microsoft Access and Laboratory Information Management System (LIMS)

- Member of Bioterrorism Core Select Team to accept and process potential bioterrorism threats

### **CDC Air Monitoring Biologist**

Bio watch Laboratory

Ohio Department of Health, Columbus, OH

**May 2003 – Jan 2007**

- Accepted environmental air samples following Chain of Custody
- Performed nucleic acid extraction and purification
- Performed RT Polymerase Chain Reaction on ABI 7000/7500
- Prepared client report after data reduction and analysis of results
- Collaborated with state and federal program partners

### **EDUCATION**

#### **Western Governors University**

Master of Art in Teaching Elementary Education

**August 2020-December 2021**

#### **Bowling Green State University, Bowling Green, OH**

Bachelor of Arts in Biology; Minor in Science

**August 1998 - May 2002**

### **CERTIFICATIONS/TRAINING/PROFESSIONAL ORGANIZATIONS**

- Club Member at Rotary International (Rotary Club of Pataskala since 2023)
- LEAD Ohio Foundations of Supervision Course 2021
- Women's Leadership Summit Participant- Ohio University Lancaster 2023
- Approved by Department of Justice (DoJ) for work with Select Biological Agents and Toxins
- Trained in Good Laboratory Practices (GLP)
- ASHI First Aid and CPR/AED certification
- Blood Borne Pathogen Training
- 2019 APHL BioSafe360 Leadership Program: Leadership in Biosafety: Building and Sustaining Cultures of Safety
- LeanOhio White Belt
- Introduction to Change Management

**References available upon request.**