

Alice Symons

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Professional Summary

- 5+ years of experience inspecting laboratories for compliance with ISO 17025 regulations and organization quality management system requirements
- 4+ years of experience finding and vetting potential instructors and curriculum
- Designed and developed a New Employee Onboarding workbook to replace an eight-page checklist
- 5 years of experience designing or revising bureau wide learning and development processes
- Researched, procured, setup and currently administer new learning registration system for the California Criminalistics Institute
- Overhauled the California Criminalistics Institute's website to modernize the public interface
- Over twelve years supervisory experience in a state government run forensic laboratory and forensic science training institute
- Certificates held: E-Learning Design and Development
 Forensic Science Laboratory Leadership and Management

Skills

- 4+ years of experience drafting and editing accreditation and quality related documents including technical procedures, training plans, forms, and policies
- Demonstrated ability to contribute to an organization via continuous improvement suggestions in technical procedures and training plans
- Ability to assess training gaps, develop curriculum, and facilitate training for adult learners
- Ability to make complex scientific terminology understandable to lay persons
- Excellent communication, organizational and computer (MS Word, Excel, Power Point, Publisher, Camtasia Video Editing, Articulate 360, Vyond) skills

Teaching and Presenting Experience

Ca Department of Justice Trainers Symposium	Presenter of three training blocks	2021
California Criminalistics Institute	Presentation of Courtroom Evidence	2018, 2019
California Department of Food and Agriculture	Presentation of Courtroom Evidence	2019
California Association of Crime Lab Directors	Speaker	2015

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Work Experience

California Department of Justice ◦ Bureau of Forensic Services December 1998- Present

Assistant Laboratory Director California Criminalistics Institute Feb 2018- Present

- Supervise staff: assign and monitor work, evaluate employee performance, develop work plans
- Plan yearly class schedules, develop new courses, research and vet new instructors
- Review purchase orders and contracts, prepare budget reports and spending plans
- Developing online learning classes using Articulate 360 and video editing software
- Instruct courses as needed
- Administrator for CCI's online learning registration system
- Developed new internal proficiency program for BFS
- Grant administrator for Bureau of Forensic Services
- Update obsolete training equipment

Assistant Laboratory Director Sacramento Criminalistics Laboratory Feb 2010- Feb 2018

- Supervised seven criminalists working in multiple disciplines
- Developed new and revised existing training plans
- Developed and mentored newer criminalists
- Liaised with customers to prioritize casework
- Managed caseload, technically and administratively reviewed casework and reports
- Created internal proficiency tests and monitored staff competency and proficiency testing needs

Senior Criminalist Headquarters-Quality Assurance Unit Feb 2007- Feb 2010

- Prepared the Bureau for ISO 17025 accreditation
- Developed manuals, training plans, forms and policies
- Managed the [non-DNA] external proficiency testing program for the Bureau
- Implemented and maintained the Bureau's first document control system
- Inspected all ten Bureau laboratories and three special sections for adherence to the quality management system and ISO 17025 requirements
- Gave instructional presentations on quality topics to Bureau management and line staff
- Facilitated the Controlled Substance Technical Advisory Group

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Education

San Francisco State University E-Learning Design and Development Certificate	San Francisco, CA
University of California Davis Forensic Science Laboratory Leadership & Management Certificate	Davis, CA
The George Washington University Master of Forensic Sciences	Washington, D.C.
Binghamton University Bachelor of Science, Biochemistry	Binghamton, NY
Grossmont College Associate of Science, Accounting; Business Administration	El Cajon, CA

Professional Organizations

Association of Forensic Quality Assurance Managers	Member	2007- 2022
California Association of Crime Laboratory Directors	Member	2010- 2022