

Carol-Beth S. Book, Ph.D.

EDUCATION

B.S., Biology, Bucknell University, 1986

M.S., Pharmacology, The Pennsylvania State University College of Medicine, 1990

Ph.D., Pharmacology, The Pennsylvania State University College of Medicine, 1994

EXPERIENCE

cb³ Solutions, LLC, Bellefonte, PA

Manager, Feb. 2018 - Present

Supervise the administration, budgeting, and contracts of a family-owned engineering office that provides consulting engineering service to municipalities.

The Pennsylvania State University, University Park, PA

Administrative Support Assistant 2, Nov. 2018 – Present

Support the Eberly College of Science's Office of Science Outreach in its efforts to share cutting-edge research with community members and educators. Primary responsibilities include marketing and registration of educational programs geared towards students in elementary through high school, such as Science-U summer science camps, Exploration-U community science nights in Centre County, and ENVISION: STEM Career Day Supporting Young Women. Other roles involve virtual and in-person event planning, organization of documents and supplies, and creating monthly electronic newsletters to share at home science activities and resources with families.

Hazen and Sawyer, PC, State College, PA

Office Assistant, 2010-2014

Provided administrative and marketing support to a start-up engineering office on a volunteer basis. Helped to design the office space by selecting materials, furniture, and artwork. Purchased, ordered, and maintained office supplies. Arranged travel to conferences and organized receptions for clients. Provided proof-reading, editing, and preparation of proposals and technical documents.

The Bellefonte Playschool of Faith United Methodist Church, Bellefonte, PA

Administrative Director/Teacher, 2003-2010

Coordinated the daily operations of a church-owned nursery school licensed by the PA Department of Education. Responsibilities included supervising staff; planning curriculum, fundraisers, and special events; registering students; maintaining confidential health and financial records; purchasing and maintaining educational supplies and playground equipment; marketing and preparing informational documents; completing state-required forms and reports; handling accounts payable and receivable; budgeting and record keeping; and serving as a certified substitute teacher when needed.

Bellefonte Area School District, Bellefonte, PA

Board Approved School District Volunteer, 2002–2016

Held various leadership positions to assist teachers and principals of the school district. These included:

- PTA co-president: Spearheaded the design, funding, and installation of two new playground areas at Benner Elementary School, by first researching and developing a masterplan for the elementary school property and then securing DCED grant monies. Worked with district board of directors, Benner Township planning board, and local, elected officials to meet appropriate guidelines.
- Director of the Bellefonte Area Middle School's parent group: Met monthly with the district superintendent and principals to promote education and community involvement and organized

informational and community events such as Back to School Nights, Family Science Nights, Teacher Appreciation Luncheons, and Field Days.

- Officer positions in multiple booster clubs: Supported student-athletes in middle school and varsity soccer, basketball, volleyball, and track and field. Collaborated with other parents, school administrators and coaches.

Benner Township Visioning Group, Bellefonte, PA
Steering Committee Member, 1998-1999

Joined other township residents to develop a vision and masterplan for the community.

Bucknell University, Department of Biology, Lewisburg, PA
Visiting Assistant Professor, 1995-1996

Taught the following classes or laboratory sessions to undergraduate college students:

- BIO 202: Introduction to Cells and Molecules (lecture, recitation, and laboratory sessions)
- BIO 122: General Biology II (laboratory sessions)
- BIO 352: Cell Biology (laboratory sessions)
- BIO 350: Pharmacology Seminar (seminar session)

Harrisburg Area Community College, Harrisburg, PA
Instructor, 1994

Taught an accelerated summer class for students in the Division of Science, Nursing, Allied Health and Physical Education, BIO 121: Anatomy and Physiology.