

Amanda Lombardo

Berkeley Heights, NJ

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EDUCATION

Columbia University, School of Professional Studies - New York, NY

Master of Science, Information and Knowledge Strategy, February 2024

The Cooper Union for the Advancement of Science and Art - New York, NY

Bachelor of Engineering, Mechanical Engineering, May 2019

EXPERIENCE

Manager of Instructional Laboratories

Columbia University Mechanical Engineering Department - New York, NY | July 2023 - present

Project Management | Learning & Development | Team Leadership

- Responsible for organizational, administrative, safety, and financial services related to the management of day-to-day operations of two laboratories utilized by 300+ students yearly; supervises 3 staff and 15+ student workers.
- Manages use of laboratory spaces for eight undergraduate and graduate level courses, including coordinating with faculty on lab use, assisting with course budgets, and maintaining inventories.
- Led the \$200K+ renovation of two laboratories, updating the facilities and enhancing the student lab experience.
- Administers \$150K annual lab operations budget; oversees procurement, vendor relations, and purchase reconciliation.
- Creates and implements SOPs for lab operations, covering student, faculty, and internal protocols.
- Develops and improves experiments to support project-based learning in engineering courses.
- Consults on grant proposals to increase hands-on learning opportunities across departments.
- Coordinates training programs and creates competency-based learning standards for equipment usage.
- Fosters interdepartmental collaboration to expand student access to equipment.
- Serves on the Lab Enhancement Committee, Undergraduate Committee, and Shop Safety Consortium.

Senior Laboratory Technician

Columbia University Mechanical Engineering Department - New York, NY | August 2019 - June 2023

Technical Instruction | Process Optimization | Student Support

- Delivered training and technical support for students on laboratory equipment including laser cutters, 3D printers, universal testing machines, and wind tunnels.
 - Provided assistance to students in the design and implementation of various class and research projects.
 - Designed safety protocols and managed logistics for lab reopening and remote instruction during COVID-19.
 - Maintained lab inventory, performed purchase reconciliation, and coordinated billing for materials.
 - Advised the Formula SAE student team and acted as a competition supervisor.
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SKILLS

Project Management: Agile | ADKAR | Knowledge Management | RASCI | Budget Management | SOP Development

Learning and Development: Instructional Design | Technical Training | Curriculum Development

Engineering: Rapid Prototyping | Laser Cutting | 3D Printing | Instron | Engineering Design Process

Software: Adobe Suite | Microsoft Office | Google Workspace | Asana | PrusaSlicer | Canva | LMS Platforms

Core Strengths: Cross-Functional Collaboration | Process Improvement | Effective Communication | Team Leadership