

Kylie Ratzloff

❖ kylie.ratzloff@gmail.com ❖ (785)248-0837 ❖ Wichita, KS

EDUCATION

Wichita State University

Bachelor of Science – Forensic Science

Cum Laude – 3.52 GPA

Graduation Date: Dec. 2025

Wichita, KS

WORK EXPERIENCE

Derby Police Department

Intern through MCJI

August 2025 – December 2025

Derby, KS

- Shadow professionals within the department including patrol, investigations, and administration captains to learn the procedures and day-to-day tasks of law enforcement.
- Conducted research for a new safety corridor using Microsoft Excel
- Wrote a purchase proposal based on research for new equipment to help keep officers safe
- Participated in patrol ride-alongs giving direct exposure to law enforcement procedures and community engagement.

Dry Goods

Assistant Store Manager / Keyholder

April 2024 – August 2025

Wichita, KS

- Lead Team of Sales associates which included facilitating the hiring process by conducting interviews and training
- Kept organized and detailed records of forms for other members of management
- Optimize Store Layout to Promote Efficiency creating color stories to boost sales
- Performed Opening and Closing Duties including cash management and record keeping

Melvorn Lake Marina

Store Supervisor

May 2018 – Aug. 2023

Melvorn, KS

- Coached associates to meet and exceed standards
- Increased daily revenue by upselling other store products
- Decreased food costs by ensuring proper portion sizes and reducing shrinkage
- Fostered a workplace that prioritized health, cleanliness, safety, and a positive atmosphere

SKILLS AND CERTIFICATIONS

Microsoft Office Specialist

- Certified in Word, PowerPoint, Excel, and Access

Lab skills

- Microscopy, Cell Culture, Chromatography, Titrations, NMR and IR Spectra, Reflux Reactions

International Association of Arson Investigators, Inc.

- Understanding the Fire Investigator's Job: A Guide for Non-Investigators, The Scientific Method for Fire and Explosion Investigations, Introduction to Evidence, Physical Evidence at the Fire Scene, Ignitable Liquid Detection Canine Teams, Evidence Examination: What Happens at the Lab, Fatal Fires: Investigation