

Kylie Ratzloff

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

EDUCATION

Wichita State University

Bachelor of Science – Forensic Science, Cum Laude (3.52 GPA)

December 2025

Wichita, KS

WORK EXPERIENCE

Derby Police Department

Intern through MCJI

August 2025 – December 2025

Derby, KS

- Shadowed patrol officers, investigators, and administrative staff to gain exposure to workflows, handling procedures, and departmental operations
- Conducted traffic data-driven research in Microsoft Excel to support the development of a safety corridor
- Authored a formal equipment purchase proposal based on safety research and departmental needs
- Participated in patrol ride-alongs, observing traffic infraction response procedures and community interactions

Dry Goods

Assistant Store Manager / Keyholder

April 2024 – August 2025

Wichita, KS

- Led and trained sales associates, including conducting interviews and onboarding
- Maintained organized management records and operational documentation
- Performed opening and closing procedures, including cash handling and reconciliation

Melvern Lake Marina

Salesclerk and Cook

May 2018 – Aug. 2023

Melvern, KS

- Followed all health and safety procedures as per the law and the business protocols
- Recorded and maintained rental records and billing documentation in compliance with business and legal requirements

SKILLS AND CERTIFICATIONS

Microsoft Office Specialist

- Certified in Word, PowerPoint, Excel

Technical and Laboratory Skills

- DNA extraction and quantification, PCR amplification
- Micropipette use and laboratory aseptic technique
- Microscopic examination of hair, fibers, and biological specimens
- Skeletal analysis and Human Remains Identification

Crime Scene Procedures

- Crime scene photography and documentation
- Evidence collection, packaging, and preservation

Specialized Online Training in Fire and Physical Evidence Investigation

Spring 2025

- Presented by: International Association of Arson Investigators, Inc.