

Jane S. Doe

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OBJECTIVE An entry-level position as a laboratory technician at Roswell Park Cancer Institute

EDUCATION **State University of New York at Fredonia**
Bachelor of Science, Molecular Genetics, May 20xx
GPA: 3.25 – Graduated Cum Laude

- Dean's List, three semesters
- βββ Biological Honor Society, inducted 20xx; Treasurer 20xx
- 2nd Place, Regional Conference for "Modification of a PCR Technique," March 20xx
- ΦHΣ Freshman Honor Society, inducted 20xx, Vice President, 20xx-20xx

RELATED EXPERIENCE

Intern, Roswell Park Cancer Institute, Buffalo, NY, June 20xx-present

- Develop and perform experiments for detection of skin-associated T cell lymphomas
- Presented data at the βββ Regional Conference, and the Eastern Colleges Science Conference

Researcher, Department of Biology, SUNY Fredonia, August 20xx-May 20xx

- Researched literature and compiled data on STDs, including AIDS
- Developed an AIDS and STD manual for use in training campus staff associated with birth control and safe sex education

Lab Technician, Clark Laboratory, Inc., Jamestown, NY, May 20xx

- Performed ELISA testing for the Epstein-Barr Virus in clinical trials for research and development purposes

Tutor, College Tutoring Services, SUNY Fredonia, August 20xx-May 20xx

- Tutored students in biology and chemistry

Record Keeper, Department of Chemistry, SUNY Fredonia, August 20xx-May 20xx

- Kept records of chemical and instrument use

LABORATORY SKILLS	PCR	DNA Extraction	Plant/Animal cell culture
	PAGE	DNA Purification	Sterile/Aseptic techniques
	ELISA	Hybridoma cells	Agarose gel electrophoresis
	RE digests	Northern blot	Preparation of broth and agars
	Dot blot	Southern blot	Bacteria/fungi identification
	Cryostat	Micropipettors	Differential gradient centrifugation
	Transfection	DNA Sequencing	Bacterial mini-preps
	Monoclonal antibodies		

COMPUTER SKILLS Microsoft Office, Statview, Basic DNA sequencing and analysis software

EMPLOYMENT **Sales Associate, Elma Video World**, Elma, NY, 20xx-present
Office Clerk, Tops Friendly Markets, Warsaw, NY, 20xx-20xx
Night Desk Attendant, Fredonia, 20xx-20xx

ACTIVITIES AIDS and Sexuality Committee student liaison
College Ambassador
Birth Control Information Center (BCIC) Volunteer

John Doe, JR.

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Dunkirk, NY 14048
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OBJECTIVE

To obtain the Research and Development Carbonate Geophysicist position at Chevron

EDUCATION

State University of New York at Fredonia
Bachelor of Science, Geophysics, December 20xx

RELATED COURSES

Theoretical Mechanics	Geographic Information Systems I & II
Geophysics	Geomorphology
Structural Geology	Engineering Mechanics I
Thermodynamics	Structural Geology
Field Geology	Petroleum Geology
Minerals and Rocks	Geosciences Senior Seminar
Differential Equations	

RELEVANT EXPERIENCE

Intern, Soil & Water Conservation District/NRCS, Albuquerque, New Mexico, Summer 20xx

- Designed survey and supervised construction of ponds
- Advised farmers on erosion control and implemented better farm management
- Used GIS to conduct an inventory of farms within a watershed, which utilized airphotos, topomaps, and arcview to collect and develop a database

SKILLS

Equipment & Methods

- EM31 Conductivity meter, Field Magnetometer, Worden Prospector Model Gravimeter, Signal Enhancement seismograph, TLC meter, Monitoring wells, Surface water sampling, Flow meters, Alidade and Transit, Planimeter, Map wheel

Computer

- MapInfo, Arcview, ArcInfo, Visual Basic, Fortran, PowerPoint, Microsoft Word

Language

- Fluent in both Spanish and English

PROFESSIONAL DEVELOPMENT

New York State Geological Association
Buffalo Association of Professional Geologists
Annual Somos El Futuro Conference, Albany, NY, 20xx
Geophysics Society Treasurer, SUNY Fredonia

WORK EXPERIENCE

Sales Associate, Autozone, Pomfret, NY, May 20xx-present
Enumerator, US Census Bureau, Chautauqua County area, summer 20xx

ACTIVITIES

Treasurer, Latinos Unidos, 20xx-present
Black Student Union
Jewish Student Union
Diversity Awareness Committee

REFERENCES AVAILABLE UPON REQUEST

First Name Last Name

lastname@fredonia.edu

(555) 555 – 5555

123 Main Street, Generaltown, NY 14555

EDUCATION

State University of New York at Fredonia

Bachelor of Science in Biology, May 2017

- GPA: 3.29

BIOLOGY RELATED EXPERIENCE

Zookeeper Intern, Buffalo Zoo, Buffalo NY, Spring 2017

- Learned basics of being a zookeeper – feeding animals and diet habits, cleaning exhibits, observing behavior, and providing enrichment.
- Animals worked with: California Sea Lion, North American River Otter, Bennett's Wallaby, Himalayan Impeyan Pheasant and Cinereous Vulture.

Aquarist Intern, National Aquarium, Baltimore MD, Summer 2016

- Learn basics of becoming aquarist – feeding, water changes, buffering, and medical procedures.
- Assigned a gallery to take care of and handle all the projects that that entailed.
 - Animals worked with: Swell Sharks, Nautilus, Blind Cave Fish, American Eels, Large Bass, Green Moray, California Moray, Horn Shark, Leopard Shark, Rock Fish, and Red Grouper.

Fisheries Intern, U.S. Fisheries and Wildlife Service, Basom NY, Summer 2015

- Learned how to identify the various types of fish.
- Observed and took part in tagging of fish and electrofishing.

LAB/RESEARCH OPPORTUNITIES

Capstone Research Project, Internship, Summer and Fall 2016

- Based on National Aquarium Internship.
- Created my own aquarium tank and all aspects that it entails, such as filtration, specific animals and plants, and life support.
- Research project consisted of a research paper and presentation to faculty and peers.

Isolation of Acid Phosphatase, Biochemistry, Fall 2015

- Performed PNPP and Bradford assays to determine the identity of the protein.
- Used different types of chromatography to separate protein.
 - Examples include: denaturing using heat treatment, centrifugation, gel filtration, and ion exchange.

The Effect of the *SRm160²⁶⁹³⁸* on *Drosophila melanogaster* and the *spn-B^{BU}* Mutation, Genetics, Fall 2014

- Performed four crosses of *Drosophila* to create certain genotype where the genes were on the same homologue in cis formation.
- Created and ran Polymerase Chain Reaction gel to determine if the specific genotype was present.

LEADERSHIP AND ENGAGEMENT

Beta Beta Beta National Biological Honor Society, Spring 2016 – Spring 2017

Secretary, **Fredonia for St. Jude**, Fall 2016 – Spring 2017

Teacher's Assistant, **Organismal Biology Lab**, Spring 2016 and Spring 2017

- Performed dissection on a shark and pigeon.

Teacher's Assistant, **Introduction to Ecology and Evolution Lab**, Fall 2015

Biology Club, Fall 2013 – Spring 2017

TECHNICAL SKILLS

Dissecting Basic Electrofishing Buffering Data Analysis Geographic Information Systems
Chromatography Scuba Certified Previously First Aid Certified

EMPLOYMENT

Faculty Student Association of SUNY Fredonia - Food Service Attendant, 2016 – Present

Residence Life of SUNY Fredonia - Office Assistant, 2013 – 2015

The City of Lockport - Lifeguard and swim instructor at Community Pool, 2011 – 2015

Lockport City School District - Lifeguard, 2011 – 2012

The Villager Apartments - Lifeguard, Lockport, NY, 2010 – 2012

First name Last name

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EDUCATION

State University of New York at Fredonia, Bachelor of Arts, Psychology and Sociology, expected May 2020

- GPA: 3.52 overall, 3.60 major

HONORS/AWARDS

- Deans list: five semesters
- Daniel Krawczyk Award and Psychology Department Merit Award
- Psi Chi, The International Honor Society in Psychology

Psychology of Art Study Abroad, University of Stirling, Summer 2018

- Researched and presented data on different types of psychology and how they relate to art
- Researched photography throughout the years

RESEARCH

Sexual Aggression & Assault: Online Simulation and Survey, Dr. D. Rogers, Spring 2019 – Spring 2020

- Finalize the online simulation and survey, send and facilitate the simulation and survey to students, collect and analyze data, and present the findings at research fairs and conferences

DiBattista, C. N., King, J. A. C., Rogers, D. (2019, May). *The Five Factor Model and Women's Beliefs about Men's Sexual Assault*. Poster session presented at Fredonia's Student Research and Creativity Exposition, Fredonia, NY.

King, J. A. C., DiBattista, C. N., Rogers, D. (2019, April). *The Five Factor Model and Women's Beliefs about Men's Sexual Assault*. Poster session presented at the SUNY Undergraduate Research Conference, Niagara, NY.

Parent/Child Verbalizations When Sharing a Wordless Picture Book, Dr. A. Zevenbergen, Fall 2019 - Spring 2020

- Compose an IRB proposal, read and review literature pertaining to picture books with and without words, update the coding system, and collect and analyze data

Co-Constructed Narratives between Parents/Children, Dr. A. Zevenbergen, Spring 2019

Zevenbergen, A. A., Haman, E., Zevenbergen, J. A., & DiBattista, C. N. (2019, March). *References to communication in parent-preschooler co-constructed narratives*. Poster session presented at the biennial meeting of the Society for Research in Child Development, Baltimore, MD.

How and when phobias emerge, Sociology Research Methods, Fall 2018

- Collected data and wrote a proposal for a final empirical journal article to support my findings

How movies affect dreams, Psychology Research Methods, Spring 2018

- Analyzed previous research and my own data to write an empirical journal article to support my findings

INTERNSHIPS

High School Counseling Intern, Dunkirk High School, Fall 2019

- Assist in helping to facilitate student academic programs and develop and deliver classroom presentations
- Attend PLC, 504, and IEP meetings
- Review, support, and participate in implemented school counseling plans and groups
- Shadow the middle school social worker and the district-wide school psychologist

Employee Assistance Program Intern, Fredonia Counseling Center, Spring 2019

- Single-handedly coordinated and facilitated Take Your Child to Work campus-wide events for 32 children
- Provide health, wellness, and counseling opportunities and events for employees' fitness

Mentoring Internship, Psychology Department, Fall 2018

- Provided guidance for mentees regarding academics, time management, health/wellness, and clubs
- Completed seminar for Fredonia Foundations (general education) to advise in course selection

LEADERSHIP

Sole Student Member, Psychology Department Recruitment Committee, Fall 2019 – Spring 2020

- Send a personal letter to perspective students, have phone calls with those who have questions, and talk about my achievements and time here at Fredonia

President, Psi Chi Psychology International Honor Society, Fall 2019 – Spring 2020

- Represent and hold meetings for our honor society
- Plan events to help guide fellow students with their resume and graduate school endeavors

Study Abroad Ambassador, Fredonia International Studies Office, Fall 2018 - Spring 2020

- Created and presented PowerPoint presentations to inform students about the Study Abroad opportunities they could have and my experience
- Volunteered at study abroad open houses, orientations, and other International Studies events
- Planned and executed on-campus events

Vice President / Treasurer, Psychology Club, Fall 2018 - Spring 2020

- Help perform presidential duties, and talk to students about their questions and concerns
- Managed budget from FSA (Faculty Student Association) to purchase materials for each event
- Engaged in community volunteer programs including tutoring fellow students during office hours
- Attend campus-wide seminars providing information about budgeting and sexual assault

International Buddy Program for the International Student Association, 2018

- Guided international buddy to join clubs, and participated in events and shared resources
- Assisted with school work, particularly English grammar

DANCE LEADERSHIP

Orchesis Dance Company, 2016 -Present

- Choreograph and teach dances to be performed at the end of each semester
- Attend rehearsals 3-4 times a week
- Attend at least two workshops per semester
- Participate in end-of-semester performances
- Engage in community volunteer programs

Enviéd Expressions Dance Team, 2018 – Present

- Attend practices 3-4 times a week
- Assist with choreography and instruction
- Engage in various performances during the school year

Fredonia Dance Team, 2016 - 2017

- Attended practices 2-3 times a week
- Participated in various performances throughout the school year

EMPLOYMENT

Hostess, waitress, and countertop employee, The Mixed Grill, Summer 2019

- Greet patrons, take orders, prepare the food, check out the customers

Choreographer and Dance Instructor, Shibley Day Camp, Summers 2011 - 2017 (partial pay)

- Choreographed dances for girl's ages 5-14. 20-30 girls per group (5-6 groups)
- Planned and managed an end-of-summer recital for parents and other campers

TECHNICAL SKILLS

SPSS support

Microsoft Word, Excel, PowerPoint

JASP data analysis

COMMUNITY ENGAGEMENT

Take Your Daughters/Sons to Work Day
Accepted Students Day (2 years)

Fall Sweep (3 years)
Walk to End Alzheimer's

Relay for Life (2 years)