**Jayme Dune**

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410 Neville Street 304-555-1234 (Cell Phone)

Beckley, WV, 25801 304-555-4321 (Home)

**EDUCATION**

West Virginia University Institute of Technology (WVUIT), Beckley, WV Anticipated: December 20XX

Bachelor of Science Degree inBiology GPA: 3.96/4.0

Academic Dean’s List All Semesters

Dean of Student’s Awards, Biology Service Award Spring 20XX

Member of Psi Chi, Honor’s Society for Psychology Inducted Spring 20XX

**CERTIFICATION**

Environmental Health & Safety (EHS) Hazard Communication and Laboratory Safety Renewed August 20XX

**RESEARCH**

Biology 497, WVUIT, Beckley, WV August 20XX-Present

* Determine if a specific bacterial toxin has neurodegenerative effects by experimentation on crayfish neuronal cells
* Develop an original protocol for crayfish neuron extraction

Research Methods, WVUIT, Beckley WV August 20XX-April 20XX

* Developed and carried out a research project on long distance relationships
* Presented research poster made with MS Word to audience of 30 at Undergraduate Research Day at the Capitol

**WORK EXPERIENCE**

Chemistry Lab Employee, WVUIT, Beckley, WV February 20XX-Present

* Maintain clean glassware and a clean workspace while managing and updating the chemical inventory
* Assist in setting up labs for Chemistry 111, 112, 115, 116 and Organic Chemistry
* Help move the Chemistry Department from Montgomery, WV to Beckley, WV

New Student Orientation Leader, WVUIT, Beckley, WV August 20XX, January 20XX

* Organized and ran events and activities for 400 new students
* Gave tours of campus to new students and their families
* Led groups of 15 students to multiple breakout sessions and through icebreakers

Peer Tutor, WVUIT, Beckley, WV Spring Semester 20XX

* Taught students complex class material in Psychology, Biology, and General Education
* Incorporated personal study skills such as notecards and regular textbook readings

**CLUBS**

Treasurer, Biology Club, WVUIT January 20XX-Present

* Keep track of money in $4,000+ budget through fundraisers and donations
* In charge of depositing all income and collecting around 40 members’ dues

**VOLUNTEER EXPERIENCES**

Biology Club, WVUIT, Beckley, WV January 20XX-Present

* 60+ hours of community and volunteer service

MLK Day of Service, Beckley, WV January 20XX

* Organized and cleaned the pantry at the Women’s Resource Center
* Painted volunteer and work vests for Piney Creek Watershed

Enchanted Prom Night, Beckley, WV September 20XX

* Assisted in helping those with disabilities out of a limo and into the building
* Catered to and danced with 100 prom attendees

Festival of Ideas, Charleston, WV February 20XX

* Greeted guests and helped them to find their seats
* Ran the microphone for audiences’ questions during the panel of speakers

West Virginia Flood Relief, White Sulphur Springs, WV/Dixie, WV June-August 20XX

* Beautification of flood-damaged areas
* Delivered food and water to flood victims who did not have access to daily resources