

First M. Last

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EDUCATION

West Virginia University Institute of Technology, Beckley, WV

Bachelor of Science in Chemistry

Anticipated: May XXXX

GPA: 4.0/4.0

Example University, City, State

Bachelor of Science in Biochemistry

May XXXX

GPA: 3.2/4.0

RESEARCH EXPERIENCE

Research Assistant

August XXXX-Present

West Virginia University Institute of Technology, *Beckley, WV*

- Synthesize organic ligands and inorganic compounds using anaerobic techniques
- Characterize products with ¹H, NMR, UV-visible, and IR spectroscopies
- Measure interactions of the complexes with duplex DNA via melting curves
- Present posters at one regional and two local meetings

Collegiate Leaders in Environment Health (CLEH) Internship

August XXXX-May XXXX

NIOSH, *Morgantown, WV*

- Purified recombinant proteins and blood/plasma using HPLC/FPLC and column chromatography techniques
- Tested swabs for drug products for verification of cleaning process
- Followed SOPs, EP and OSHA regulations

TEACHING EXPERIENCE

Teaching Assistant

August XXXX-May XXXX

West Virginia University Institute of Technology, *Beckley, WV*

- Maintained courses with high-quality learning content, assessments, outcomes, modules, projects, quizzes, and finals
- Prepared clear course expectations, course materials, lesson plans, evaluations, and timelines in syllabus
- Challenged, engaged, encouraged, and communicated with 60 students learning progress per semester
- Completed grade books, final grades, evaluations, and responded to student questions in a timely manner with mutual value and respect

PUBLICATIONS

- Authors. Name of the Article Published. Submitted to Lancet for publication. (Use your field's citation method)
- Authors. Name of the article to be published. Lancet [In press].

PRESENTATIONS

- Presentation/Conference Name. "Title". Location. November XXXX. (Use your field's citation method)
- Presentation/Conference Name. "Title". Location. November XXXX. (Use your field's citation method)

- method)
- Presentation/Conference Name. "Title". Location. November XXXX. (Use your field's citation method)

SHADOWING EXPERIENCE

Type of Shadowing – Name of who you shadowed March XXXX
 Name of organization of shadowing, *City, State* (# of hours)

TECHNICAL SKILLS

- ¹H, ¹³C, ¹H-¹H COSY NMR Spectroscopy
- IR, GCMS and UV Spectroscopy
- Chromatography (gas, thin layer, column)
- Preparation of microscope slides and blood samples
- Staining procedures, including Globin IHC trials, Ferric Ferricyanide, Erythrosine B, and Acid Elution
- Accurate record keeping in a laboratory notebook

ADDITIONAL EXPERIENCE

Library Assistant January XXXX-Month XXX
 West Virginia University Institute of Technology Library, *Morgantown WV*

- Performed general administrative duties to support professional staff and assist students with research
- Designed a presentation, published to the university website, outlining how to most effectively use all of West Virginia University's amenities when undertaking a research project

Customer Service Associate January XXXX-Month XXXX
 TJ Maxx, *Beckley, WV*

- Served customers making various payment transactions
- Processed cash advances quickly and accurately to employees, resulting in being honored as Employee of the Month three times
- Balanced cash receipts of previous days and compiled daily report for the auditing department, eliminated the need for a second shift employee, saving the company over \$2,000 per month

RELEVANT COURSEWORK

Name of relevant courses

CERTIFICATIONS

Name of Certification Month XXXX

AWARDS AND HONORS

Name of Scholarship August XXXX-Present
 West Virginia University Institute of Technology President's List Fall XXXX, Spring XXXX

PROFESSIONAL ASSOCIATIONS

Member, Organization Name, Institution (Ex. WVU) January XXXX-Present
President, Organization Name, Institution (Ex. WVU) March XXXX-June XXXX
Member, Organization Name, Institution (Ex. WVU) May XXXX-August XXXX

CONFERENCES

ICNP – Spoke on a panel about Cisco networking
PepsiCo – Diversity and inclusion seminar

Month XXXX
Month XXXX

COMMUNITY INVOLVEMENT

Volunteer, Student Ambassador Program, *Beckley, WV* March XXXX-June XXXX

- Mentored a new student transitioning into the program
- Met with mentee and answered any questions or gave advice where vital for success in the program

Volunteer, Just 4 Kids, *Beckley, WV* March XXXX-June XXXX

- Mentored up to 100 children ages 6-17 with disabilities through recreation and personal development activities
- Participated in events such as Car Raffle (fundraising), Trunk or Treat (outreach), Special Olympics practice and Miss Ability Pageant

Volunteer, Golden Bear Guide, *Beckley, WV* June XXXX-October XXXX

- Represented West Virginia University Institute of Technology brand for University open house events guiding 50 or more people around campus
- Guided 2-10 football recruits and families on football game days answering any questions about the University

REFERENCES

Dr. First Last

Title

Organization, City, State

(XXX) XXX-XXXX

example@mail.wvu.edu

You can list your references one after another, most relevant to you at the top.