

# For Profit Business Student

City, State

first.last@hws.edu • 333-222-1111

LinkedIn: [hyperlink URL](#)

## Education

**Hobart and William Smith Colleges (HWS)**, Geneva NY

Bachelors of Arts in Spanish and Hispanic Studies, & Latin American Studies

Minor: Entrepreneurial Studies

Anticipated May 2019

GPA: 3.15

**Universidad de Sevilla**, Seville, Spain

Fall 2018

## Skills

*Languages:* Native Spanish speaker

*Computer:* Google Drive, Microsoft Word, Excel and PowerPoint, Outlook

## Honors:

Laurel Society

Fall 2016

Gloria Robinson Lowry Award

Spring 2017

## RELEVANT EXPERIENCE

**HWS Intercultural Affairs**, Geneva, NY

September 2016-Present

### **Intern**

- Coordinate the weekly cultural, global awareness and social justice calendar that is distributed to over all students and faculty at Hobart and William Smith Colleges to keep them abreast of important reminders and upcoming events throughout campus
- Collaborate with various clubs on campus in order to facilitate their weekly or bi-weekly discussion meetings
- Organize the Daily Update database in the office for past campus events regarding cultural social justice, gender, international and LGBTQ for students, alums and faculty starting from Fall of 1998 to present

**Chegg Inc.** Santa Clara, CA

May 2018-August 2018

### **Human Resources Intern (Business Partner)**

- Conceived an Attrition Report that was implemented by Chegg and its 400 employees
- Updated company-wide Exit Interview Survey to gain insight on processes and best practice the company can incorporate in order to better retain their employees
- Created the New Hire Onboarding Program to be utilized by Chegg at their three US offices

**Chegg Inc.** Santa Clara, CA

May 2017-August 2017

### **Human Resources Intern (Recruiting)**

- Coordinated onsite behavioral interviews for potential hires with current Chegg employees
- Conducted initial phone interviews for potential new hires
- Facilitated interview days for potential new hires; coordinate their interview schedules with the interview team, greeting the candidate, tour of the office, ordering lunch for the candidate on the day of their interview

## Leadership Activities

**HWS Career Services Office**, Geneva NY

September 2016-Present

### **Student Assistant**

- Schedule students appointment with the career counselors
- Complete administrative tasks as assigned such as answering phones, filing papers, responding to emails

**HWS Latin American Organization**, Geneva NY

Fall 2015- Present

### **Board Member/Treasurer**

- Generate and maintain a semester budget for the organization, present the organization budget to the Budget Allocation Committee at HWS, ensure that we use our budget wisely when planning various events
- Organize several annual events regarding the traditions of the Latin American culture
- Demonstrate leadership and communication skills by facilitating weekly discussions during meeting on topics regarding Latin America and Latinx

# Finance Student Name

Honesdale, PA  
(908) XXX-XXXX | [your.name@hws.edu](mailto:your.name@hws.edu)  
LinkedIn URL

**Hobart and William Smith Colleges (HWS)**, Geneva, NY  
Bachelor of Arts in Economics, Bachelor of Arts in Asian Studies

Anticipated Graduation: May 2019  
**GPA: 3.93**

**Relevant Coursework:** Financial Accounting, Financial Economics, Money & Financial Markets, Corporate Finance

## HONORS AND AWARD

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Phi Beta Kappa, Dean's List, Orange Key Society (Sophomore Honor Society), Chimera Society (Junior Honor Society), Huayu Enrichment Scholarship, Presidential Scholarship

## SKILLS

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**Computer:** Proficient in FactSet, MS Office: Microsoft Word, Excel, PowerPoint

**Language:** German and Chinese (Fluent), Spanish (Conversational)

## RELEVANT FINANCE EXPERIENCE

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**Citi Private Bank, Summer Analyst**, New York, NY

June -August 2018

- Supported the Global Investment Lab team to provide personalized deliverables which assess a client's assets, liabilities in the context of their investment goals and risk appetite.

**First Federal Reality Summer Internship**, Las Vegas, NV

June -August 2017

- Developed Business and Marketing Plan for new Travel Center/Casino and RV & Boat Storage Facility
- Accompanied the CEO on Investor/Construction/Development meetings

**New York City Finance Trip**, New York City, NY

January 2017

- Selected to participate in a 4-day long trip, visiting and exploring the avenues offered by the various financial insurance, and real-estate institutions.

## ACADEMIC PROGRAMS

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**International Chinese Language Program**, National Taiwan University in Taipei, Taiwan

June-August 2016

- Intensive Chinese language program to achieve broad and independent competence in spoken Chinese.

**Alex Chinese Language Program**, Washington University, St. Louis, MO

June-August 2015

- Attended intensive Mandarin Chinese language classes for seven weeks.

## CO-CURRICULAR AND COMMUNITY ACTIVITIES

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**Student Trustee**, HWS, Geneva, NY

February 2017-Present

- Elected by all Hobart students to serve as Student Trustee where responsibilities include, attending Board of Trustee Meetings, sitting on various committees, especially student life, representing students on the Strategic Planning Committee, and Candidate Search Committees.

**Salisbury Center for Career Services, Career Assistant**, HWS Colleges, Geneva

September 2017- Present

- Assist students in creating and revising their personal resumes.
- Research alumni connections, schedule and alert staff of appointments, maintain career services email/phone.

**Kappa Alpha Society, Secretary/Treasurer**, HWS, Geneva, NY

September 2016-Present

- Literary society that focuses on the development of its undergraduate members and nurtures life-long friendships among its alumni network
- Controls the Society bank account which entails deciding when and how much to spend on various events. Handles groceries and dinner arrangements and collects dues.

**Finance Society**, HWS, Geneva, NY

September 2016- September 2017

- Invited due to outstanding academic record and interest in finance.
- Meet twice monthly where we receive intensive career guidance, alum presentations, and in-depth knowledge about careers in finance.

# Media/Publishing Student Name

New York, NY

(908) XXX-XXXX | [your.name@hws.edu](mailto:your.name@hws.edu)

LinkedIn:

## **EDUCATION:**

Hobart and William Smith Colleges (HWS), Geneva, NY  
William Smith College, Bachelor of Arts in Media and Society  
Minor: Philosophy

Anticipated May 20XX

## **RELATED COURSEWORK:**

Intro in Media and Society, Global Animations, Intro to Novel and Film

## **RELEVANT EXPERIENCE:**

**Editing Intern, Baruch College, NY, NY** Fall 20XX- Present

- Edit grammatical errors and translate syllabi for Marketing and International Business professor so that it is more easily understood by students
- Gained time organizational skills by completing tasks in a specified time frame and follow a pre-empted guideline
- Gained a broader understanding of other cultures in the Middle East

**Writer, The Herald: A Voice for the Students, HWS, Geneva, NY** Fall 20XX- Present

- Submit articles regarding social and political happenings
- Research and compile information to inform the college campus of current events
- *Hyperlink article*

**HWS Chorale, Publicity Manager, Geneva, NY** Fall 20XX-Present

- Publicize concerts and events through various social media platforms including Facebook, local radio, promo video and fliers
- Expanded audience base to a gross record breaking ticket sales

## **ADDITIONAL EXPERIENCE:**

**Nanny, Private Family, Millburn, NJ** Summer 20XX- Summer 20XX

- Responsible for 3 kids for 8 hour days
- Learned to multi task while organizing daily schedules, appointments and meals
- Planned educational and enjoyable activities to keep children entertained
- Obtained leadership confidence by settling disputes and role modeling appropriate social behaviors

**Member, Three Miles Lost A Cappella Group, HWS, Geneva, NY** Fall 20XX- Present

- Gaining time management skills by balancing 2-3 hour practices and performances with academics
- Learning to be part of a group and utilize various talents to accomplish a collective goal

## **SKILLS**

Technology: Photo Shop, I Movie, Photo Editing, Photography, Instagram, Facebook, Tumblr

# Sales Student

sales@hws.edu • (999) 123-7899

LinkedIn:

## EDUCATION

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**Hobart and William Smith Colleges**, Geneva, NY Anticipated: May 2019  
Bachelors of Arts in Economics GPA: 3.19  
Minor: Environmental Studies

**Vesalius College**, Brussels, Belgium Fall 2018

## SKILLS

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- Computer-Aided Design (CAD)
- Comprehensive Market Research
- Relationship Management
- Proven Revenue Generation
- Client Acquisition

## EXPERIENCE

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**Ocean Trail Partners**, *Remote Private Equity Intern*, Geneva, NY Spring 2018

- Conducted market research, identified viable companies in specific industry sectors, and compiled data for company use
- Serviced existing customers and accounts and obtained new accounts through calling on existing and/or potential sales outlets

**Designs by Sami**, *Assistant*, Boston, MA Summer 2017

- Facilitated client communications and meetings to ensure optimal client service
- Utilized the Computer-Aided Design (CAD) software to create drawings/designs and managed both hard and electronic design files

**Preview Properties**, *Real Estate Agent*, Boston, MA Summer 2016

- Executed \$12,000 in lease/rental profit in a three month period
- Communicated between the office and clients to lease/rent properties
- Prepared leases/rental agreements and scheduled property showings for clients based off of the property requirements communicated by the clients

**New England Management**, *General Maintenance*, Brookline, MA Summer 2015

- Maintained properties which included priming, painting, mowing, cleaning, installation of fire safety equipment and minor repairs

## LICENSES

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Massachusetts Real Estate Salesperson

## ACTIVITIES

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**Hobart Investment Club**, *Member*, HWS, Geneva, NY Spring 2016 - Present

- Analyze the Stock market and create a database to manage a mock portfolio

**Hobart Club Golf**, *Founder*, HWS, Geneva, NY Fall 2015 - Present

- Oversee all aspects of the club including schedules, team budgets, meetings, and the planning and execution of community events



**Architecture Student NAME**

Gray, MA 52525

555-555-5555 (cell)

*name@hws.edu*

Hobart and William Smith Colleges, Geneva, NY  
*William Smith College*, Bachelor of Arts in Architectural Studies  
Minors: Studio Arts and Sustainable Community Development

Anticipated May 2019  
**GPA: 4.05 out of 4.0**

Scuola Leonardo da Vinci, Rome, Italy

Spring 2015

**SKILLS:**

Watercolor painting, Sketching, Hand Sewing, AutoCAD Basics, SketchUp, Squarespace website design, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Microsoft Word/Excel/Office/PowerPoint

**EXPERIENCE:**

**Project Assistant** HWS, Geneva, NY Summer 2018-Present

- Assisted Associate Professor of Art and Architecture Kirin Makker with an artistic exploration and transformation of Eero Saarinen's Womb Chair
- Tasks included sewing structures and embroidering fabric to apply to the chair

**Design Intern** Martinez and Johnson Architecture, Washington D.C. Summer 2017

- Collaborated with Staff Architects to adjust site plans using Photoshop. Designed presentations for clients using InDesign

**Gallery Exhibition Participant** Museum of Play, Rochester, NY March 2017

- Created toy design prototype on display in the "Brains in Motion" exhibit

**Office Assistant**, Arts and Architecture Department, HWS, Geneva, NY Fall 2015-Present

- Facilitate daily efficiency of the office
- Assist professors with the organization of paperwork and information flow

**INVOLVEMENT:**

**Student Tenure Review Committee**, HWS, Geneva, NY Fall 2018

- Organized and synthesized a summarizing statement of student evaluations to be used in the tenure review of Professor Gabriella D'Angelo

**President of the Arts and Design Collective**, HWS, Geneva, NY Fall 2018

- Prepared and facilitated creative meet-ups between students

**Architecture Studio Teaching Assistant**, HWS, Geneva, NY Fall 2018

- Aided with and conducted daily classroom exercises and held office hours for students.

**Studio Photographer Teaching Assistant** HWS Colleges, Geneva, NY Spring 2018-Present

- Supported students with the documentation process to record visuals for the creation of portfolios.

**Volunteer Builder Habitat for Humanity**, Akron, OH Summer 2016

- Worked with a team of volunteers in the construction of a house, installing windows in a local community.

# PRE-LAW STUDENT

(315) 232-5708 [email](#)

[LinkedIn:](#)

Rochester, NY

## EDUCATION:

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**Hobart College**, Geneva, NY

Anticipated May 2020

Bachelor of Arts in History, Minor: Entrepreneurial Studies

**GPA: 3.52**

## HONORS:

**Alumni Association Award**

2018- 2019

- For exemplary leadership, enthusiastic involvement and loyalty to the continued growth and vitality of Hobart College

**Chimera Society**- Hobart Jr. Honor Society

2017-2018

- Fifteen Hobart men are chosen on the basis of academic standards, character, loyalty and leadership

## RELATED COURSEWORK:

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American Empire, Entrepreneurial Leadership, Economic Principles, Topics in American History, Public History, African-American, History, Urbs Antiqua, Quantitative Tools for Entrepreneurs, Enlightenments

## INTERNATIONAL EXPERIENCE:

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**Scuola Leonardo da Vinci, Rome, Italy**

Fall 2018

- Demonstrated willingness to take risks by taking intensive Italian language skills training
- Gained a wider perspective on the history, culture, and daily life of Italy as a whole through

**University of Wales, Carmarthen, Wales**

Summer 2018

- Explored a range of issues including sustainability, conservation, changing landscapes, personal and social development and risk vs. adventure while on a short term study abroad program

## INTERNSHIP EXPERIENCE:

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**Harter, Secrest and Emory, LLP, Rochester, NY**

Summer 2018, Summer 2019

- Conducted extensive research on design vs utility patent laws and used comprehensive writing skills to publish a document for the firm's website simplifying legal jargon for general consumers
- Interacted with clients and assisted with case organization while maintaining confidentiality on a daily basis

**HWS Colleges Center for Community Engagement & Service Learning, Geneva, NY**

Spring 2016

- Analyzed data in Excel to create Baseline surveys for faculty and staff

**Lyons National Bank, Geneva, NY**

Fall-Winter 2015

- Discussed and learned about economic and legal aspects of banking while shadowing various employees

## WORK EXPERIENCE:

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**Boys and Girls Club, Geneva, NY**

Spring 2019-Fall 2020

- Mentor and tutor a third grade child in afterschool program to improve academics and social skills
- Encourage children at club to engage in activities and make healthy choices by introducing games, reading with them and promoting appropriate conversations

**HWS Colleges, Center for Community Engagement & Service Learning**

Fall 2017-Spring 2018

- Increased oral communication skills with students, staff and faculty via the phone and office visits ensuring their satisfaction
- Assisted with overall office management by aiding in copying, data entry and organizing appointments

## EXTRA-CURRICULAR EXPERIENCE:

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**Hobart Student Government**

Fall 2016- Present

- Member who helps act as voice for the student body and provide crucial support to the countless student organizations and clubs on campus

**Division I Hobart Lacrosse, manager, Geneva, NY**

Fall 2017-Spring 2018

- Developed management skills by reviewing plays during games and electronically sending pertinent information to coaching staff so they could make informed decisions

# Government Student

Present: Hobart and William Smith Colleges (HWS) XXXX Scandling Center, Geneva, NY 14456

Permanent: 1 Somewhere, NY 11222

first.last@hws.edu • 333-222-1111

## EDUCATION

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**Hobart and William Smith Colleges (HWS), Geneva, NY** Anticipated May 2019  
Hobart College, Bachelor of Arts in Political Science GPA: 3.5  
Minor in History Major GPA: 3.7

### Study Abroad Program / Internship

EU Economics, *Corvinus University* Budapest, Hungary Spring 2018

## SKILLS

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Microsoft Office Suite, Mass Communication, Conducting Interviews, Research, Reports, Presentations, Social Media, Data Science and Analytics, Python Skills, Leadership, Time Management, Customer Service and Fundraising

### Relevant Coursework

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Introduction to Russian Language 1&2, Introduction to The Hungarian Language, Economic Freedom Capstone Seminar, Mysteries of East Central Europe, Russia and China Resurgent, Introduction to EU politics,

## WORK EXPERIENCE

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**Intern, *The Centennial Center for Leadership Entrepreneurship and Innovation*, Geneva, NY** Summer 2018

- Part of team that developed leadership programming to be run during academic year for undergraduate students
- Assisted in creation of database to better track student progress through CCL's certificate program

**Intern, *Geomant*, Budapest, Hungary** Winter 2018

- Developed customer satisfaction survey program to analyze customer feedback across several national markets
- Researched and built improved customer support program to improve relationship with existing clients

**Student Worker, *HWS Office of Communications*, Geneva, NY** Winter 2018-Present

- Produced and edited student and event focused content for HWS publications
- Wrote major story focusing on an HWS study abroad program which was disseminated to 20,000 college alumni

## PROFESSIONAL ACTIVITIES

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**Day on the Hill Trip, Washington, D.C.**

- Attended events and seminars to learn about the industries of communications and public service Winter 2019

**Russian Cultural Immersion Program** Winter 2017

- 10-day cultural immersion trip that required adaptation and focused on Russian Language and Culture

**HWS Leadership Certificate program**

- Completed 4 course leadership series on leadership, teamwork, communication and public speaking 2016-Present

## COLLEGIATE LEADERSHIP EXPERIENCE

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**Hobart Student Government, *Secretary*, Geneva, NY** Spring 2017-Fall 2017

- Allocated funds, managed email, organized Google Drive accounts

**Sigma Chi Fraternity, *Tribune, Assistant Magister*, Geneva, NY** Spring 2017-Fall 2017

- Managed Alumni relations and communications for the chapter, helped lay the groundwork for an alumni advisory board and run efficient and safe campus wide events.

**Russian Department Tenure Review Committee, *Member*, Geneva, NY** Spring 2017

- Used strong critical thinking skills to analyze data and authored a report based on student feedback

**College Democrats of New York, *Regional Director*, Geneva, NY** Spring 2016-Spring 2017

- Regional Director on State Executive Board, Chapter President on campus

## VOLUNTEER EXPERIENCE

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Saratoga Springs City Council Junior Committee, Lou Guard for City Council

## AWARDS AND HONORS

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- Named to the Dean's List multiple semesters
- Recipient of 4-year Presidential Scholarship Fall 2015

# Non-Profit

121-222-3333 np@hws.edu

Permanent: New York, NY

Present: Hobart and William Smith Colleges (HWS) · 3456 Scandling Center · Geneva, NY 14456

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## Education

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**Hobart College**, Geneva NY Anticipated May 2020  
Bachelor of Arts in History GPA: 3.46  
Minor: Philosophy

University of Auckland, Auckland, New Zealand Fall 2018

## Honors

Dean's List Fall 2016-Present  
Geneva Scholarship Associate Fall 2016-Present

## Experience

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**Geneva Recreation Complex**, *Summer Camp Counselor*, Geneva NY Summer 2014-2016

- Engage with local children ages 5-12 by planning and overseeing creative activities based on campers' interests while maintaining a safe environment
- Assisted with planning and organizing a daily schedule and chaperoned weekly day trips for campers

**Center for Community Engagement & Service Learning**, HWS, Geneva, NY

*Civic Leader, Geneva Heroes* Spring 2019

- Promoted to organize and lead 20 middle and high school students through weekly community service events
- Train and recruit college students to act as mentors for local students

*Student Worker* Fall 2016-Present

- Held responsibilities including answering phones, creating surveys inputting data and running errands
- Relay information regarding community engagement to students

**Be Intent Application and Website**, *Intern*, Auckland NZ

Fall 2018

- Worked for an app/website aimed to promote wellness within its users, helped to generate ideas and designs to make the app more popular
- Researched different criteria of how to successfully promote and provide mental health to users
- Learned to respond to critical feedback and use it to improve the app

**Hobart and William Smith Conference and Events**, *Life Guard*, Geneva NY

Summer 2016

- Supervised pool for safety of community members with one other lifeguard
- Monitored pool security and chemicals within the water

## Activities

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**Geneva Heroes**, *Volunteer*, Geneva NY

Spring 2013-Present

- Coordinate community service events throughout the Geneva area and hold follow up discussions to create an empathy and understanding of community needs
- Serve as a mentor to local middle and high school students to increase confidence and responsibility by encouraging them to volunteer within their community

**Pre-Orientation Adventure Program**, *Guide*, HWS, Geneva NY

Fall 2018

- Functioned as a guide to incoming first year students to ease transition to college
- Increased verbal and written communication skills by answering questions and giving advice regarding college life
- Led a group of 15 students while working with two other guides on a 4-day hiking trip in the Adirondack Mountains

## Skills

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Proficient in Microsoft Office including Word and PowerPoint

*Certification*: CPR and First Aid certified

# ENGINEERING STUDENT

**Permanent**  
2222 High Circle  
Tanner, TX 75351

NAME@hws.edu  
(847) 732-2013

**Current**  
2361 Scandling Center  
Geneva, NY 14456

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## EDUCATION

**Hobart and William Smith Colleges**, Geneva, NY  
B.S. in Physics and B.A. in Environmental Studies, May 2019

**Saint Ignatius College Preparatory**, Chicago, IL

## Relevant Course Work:

Multivariable Calculus	Linear Algebra	Fluid Mechanics
Differentiable Equations	Quantum Field Theory	Classical Mechanics
Computational Methods for Physicists	Thermal Physics	General Relativity

## SKILLS

**Software:** MATLAB, Mathematica, TeX, GIS, VBA, SAS, Microsoft Word, Excel, PowerPoint, Office

## EXPERIENCE

**Physics Teaching Fellow**, Hobart and William Smith Colleges, Fall 2018 - Present  
▪ Meet with physics students to reinforce current and past lessons and assist with any homework questions.

**Intern**, Fixed Income Capital Partners, Chicago, IL, Summer 2018  
▪ Expedited analytical processes, increasing efficiency by over 600% in some cases.  
▪ Observed many sales calls and noted diverse ways to approach different situations to receive optimum results.

**Physics Research**, Hobart and William Smith Colleges, Spring 2017 - Present  
▪ Perform theoretical research in high-energy physics with Professor Theodore Allen.

**Bank Teller**, Southside Bank, Tyler, TX, Summer 2017  
▪ Worked with customers (both corporate and personal accounts) and helped solve possible issues.  
▪ Handled a substantial volume of high dollar transactions.

## Laboratory Experience:

- Participated in labs related to mechanics, waves, electromagnetism and optics in Physics I and Physics II
- Modern physics labs provided significant experience with error analysis and data reduction, and covered special relativity, early quantum views of matter and light, the Schrödinger wave equation and its applications, atomic physics, masers and lasers, radioactivity and nuclear physics, the band theory of solids, and elementary particles
- All labs were written up using TeX
- Advanced Laboratory provided extensive laboratory experience with magnetic torque, pulsed nuclear magnetic resonance, single and double slit interference, Faraday rotation, muon physics, Poisson distribution, and gamma ray attenuation in matter; all labs were written up using TeX.
- Computational Methods course involved extensive work with MATLAB and Mathematica

## ACTIVITIES

**Hobart Men's Ski Team**, Hobart College, 2016 - Present

**Hobart Men's Varsity Rowing**, Hobart College, 2016-2020 (40+ Hours a Week)

**Member, Chi Phi Fraternity Upsilon Chapter**, Hobart College, Fall 2017 - Present

# EDUCATION STUDENT (First and Last Name)

Present: Hobart and William Smith Colleges (HWS) XXXX Scandling Center, Geneva, NY 14456

Permanent: 1 Somewhere, NY 11222

first.last@hws.edu • 333-222-1111

## EDUCATION

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**WILLIAM SMITH COLLEGE**, Geneva, NY

Anticipated May 201X

Bachelor of Arts in English

G.P.A.: 3.36

Minor: Education

## EDUCATION COURSEWORK AND RESEARCH PROJECTS

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Children with Disabilities, Children's Literature, Social Foundations in Multiculturalism, Human Growth and Development, Teaching English Language Learners, Assessments and IEPs

## TEACHING CREDENTIALS AND CERTIFICATIONS

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New York State Teacher Certification

Anticipated May 201X

- Early Childhood/Childhood General and Special Education

First Aid/CPR certified

September 20xx

Concussion certified/Heads Up online training

June 20xx

## CLASSROOM TECHNOLOGY

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**Devices:** Elmo, SmartBoard, iClicker, graphing calculator

**Software:** Adobe Creative Cloud, TI-Nspire

**Grading:** Praxi, Gradebook Wizard

## TEACHER EDUCATION EXPERIENCE

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*Hobart and William Smith Colleges*, Geneva, NY

**Grades K-1**, AIS, West St. School, Geneva, NY

September - December 20xx

**3rd Grade**, Penn Yan Primary School, Penn Yan, NY

January - May 20xx

**5<sup>th</sup> Grade**, Lyons, NY

September - December 20xx

- Observed teaching methods and classroom management skills
- Created interactive lesson plans supported by pre and post assessments, in collaboration with cooperating teacher
- Worked with an integrated classroom of general education and special education students in small groups focused on reading and writing comprehension and math twice a week
- Worked with cooperating teacher to draft 4 IEPs and attended 2 annual reviews

## ADDITIONAL TEACHING EXPERIENCE

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**America Reads Tutor**, Geneva, NY

February 20XX - May 20XX

- One-on-one reading and writing tutoring focusing on improving student literacy skills

Promoted from tutor to coordinator

January 20XX - Present

- Train and supervise 10 tutors in literacy and management skills while keeping daily records of tutors progress

**Teaching Fellow**, *Center for Teaching and Learning*, HWS, Geneva, NY

January 20XX- Present

- Nominated by English department to be a student leader and act as liaison between students and faculty
- Tutor undergraduate peers focusing on offering advice for organizing, studying and self-motivating in order to achieve mastery over certain material.

## RESEARCH STUDENT (First and Last Name)

Present: Hobart and William Smith Colleges (HWS) XXXX Scandling Center, Geneva, NY 14456

Permanent: 1 Somewhere, NY 11222

first.last@hws.edu • 333-222-1111

### EDUCATION:

**WILLIAM SMITH COLLEGE**, Geneva, NY

Bachelors of Science in Biochemistry

Bachelors of Arts in Economics

Anticipated May 201X

**G.P.A.: 3.52**

### HONORS:

**Dean's List**, *HWS*, Geneva, NY

Fall 20XX- Present

### RELEVANT COURSES AND LABS:

Organic Chemistry, Chemistry, Animal Communication Biology, Calculous II, HWS Leads Program

### RESEARCH EXPERIENCE

**Advanced Pain and Wellness Institute**, Williamsville, NY

*Lab Technician*

Summer and Winter Breaks 20XX- 20XX

- Collected samples, studied and performed tests on body fluids, chemical compounds, and biological specimens
- Utilized lab equipment and complex computer programs to perform tests including PCR, IR analysis and DNA isolation

**Hobart and William Smith Colleges**, Geneva, NY

*Research Assistant to Sam Researcher, Ph.D*

May 20XX-Present

- Studying 3 research projects including relationships, impact of positive and negative feedback on emotions and neutral emotions within a business environment
- Placing ECG sensors, skin conductance tapes and blood pressure cuffs on subjects for experimentation
- Read signals and videotape subjects to ensure safety
- Act as participant in study and code readings from each experiment; prepare study findings for excel document

**Hautman –Woodward Medical Research Center**, Buffalo, NY

*Researcher*

July- August 20XX

- Performed analytical research of 3-dimentional structures and genomic sequences of various proteins in an effort to create a timeline of each known protein dating back to the first tertiary protein
- Experience using online sequencing programs as well as performing comparative analysis of two protein structures

### NCAA EXPERIENCE:

**Division III William Smith Swimming**, Geneva, NY

Fall 20XX-Present

Nov 20XX

- Liberty League rookie of the week
- 14 hours of swimming, one meet a week and a full course load has taught me time management and balance
- Learn to be part of a team, and apply a set of skills that help the team reach collective goals

# Research-Job (First and Last Name)

2000 Scandling Center  
HWS Colleges, Geneva, NY 14456  
(315) 111-2222 (cell)

10 Almond Street  
Natty, NY 12345  
[ivanna.research-job@hws.edu](mailto:ivanna.research-job@hws.edu)

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## EDUCATION

Hobart and William Smith Colleges, Geneva, NY

**William Smith College, Bachelor of Science in Biology with Neuroscience concentration** May 2011  
Minors: Cognition, Logic, and Language; Psychology **CUM GPA: 3.88**

### **Honors:**

Hai Timiai (William Smith Senior Honor Society) 2010-2011  
Dean's List Fall 2007-Present  
William Smith Laurel Society (Sophomore and Junior Honor Society) 2008-2010  
Upper New York State Collegiate Cross Country Association All-Academic Team 2009 and 2010

### **Awards:**

Susan Roberts Award (WS Junior Student-Athlete of the Year) 2009-2010  
Jane Christie Award (WS Rookie Student-Athlete of the Year) 2007-2009  
Intercultural Leadership Award (Danish Institute for Study Abroad) 2009

**Study Abroad:** Copenhagen, Denmark Fall 2009

## RESEARCH EXPERIENCE

Summer Internship at Beth Israel Deaconess Medical Center Summer 2010

- Kidney Stone Research in the Nephrology Department
- Main duty was DNA extraction from saliva and blood
- Techniques included Western Blot, SDS-PAGE gels, tissue culture, Immunohistochemistry, ELISA
- Contributed to paper to be submitted in collaboration with Harvard Medical Nephrology Department
- Participated in weekly journal club meetings

Research Shadowing in Denmark at Roskilde Hospital October 2009

- Four weeks of Age-Related Macular Degeneration research
- Conducted patient interviews, blood sampling, and blood culture techniques

## NOTABLE LABORATORY COURSEWORK

Immunology Fall 2010

- SDS-PAGE gels, Western Blot, ELISA, Antibody Titer techniques

Music Cognition Fall 2010

- Independent research project focusing on the effect that visual stimuli has on auditory processing especially when comparing musicians and non-musicians

Research in Behavioral Neuroscience Spring 2010

- Designed and conducted an original human research project involving musicians and non-musicians' abilities for sound localization and its relation to auditory processes and brain structure
- Experience with SPSS software and audiograms

Cell Biology Fall 2008

- Conducted a self-designed eight week study entitled "Influence of *Echinacea purpurea* on flagellate transformation of *Naegleria gruberi*"

- Conducted a self-designed experiment entitled “Isolating the Green Fluorescent Protein from the Jellyfish Genomic Library via a pGLO Vector Grown in *E. coli*” especially utilizing Hydrophobic Interaction Chromatography

Biostatistics Spring 2008

- Learned how to support and confirm scientific results using a multitude of tests including Model I and II ANOVA, Wilcoxon Rank Sum, T-tests, and Wilcoxon Signed-Rank tests

Organic Chemistry I Spring 2009

- Experimental techniques included extraction, distillation, recrystallization, and TLC
- Spectroscopic techniques included NMR and IR

### ADDITIONAL RELEVANT COURSE WORK

Introduction to Biology, General Physiology, Biopsychology, Cognitive Neuroscience, Genetics, Human Health and Disease (Denmark), Introduction to General Chemistry, Calculus I, Calculus II, Introduction to Psychology, and The Social Brain: Neuropsychology (Denmark)

### ACTIVITIES

William Smith Cross Country Team (NCAA Division III) 2007-Present

- Dedicate 20+ hours per week to training, practice, and meets

Student Athlete Advisory Committee 2010-2011

- Provide communication between student-athletes, the athletics department, and the campus community

Acquaintance Rape Awareness Workshop Facilitator (ARAW) 2008- Present

- Facilitated workshops for first-year female students regarding the dangers of acquaintance rape

Student-Athlete Health Awareness Peer Educator (SHAPE) representative, 2009-2010

- Led Cross Country Team’s Drug and Alcohol Seminar

William Smith Congress Member 2008-2009

William Smith Congress Campus Services Committee Representative 2008-2009

- Designated liaison between student body and campus service administrators

Pre-Orientation Adventure Program 2009 and 2010

- Guide incoming first-year students on a one week backpacking trip in the Adirondacks

### WORK EXPERIENCE

Physical Therapist Shadow, Prescription Fitness, Geneva, NY 2009

- 4 hours per week

Lifeguard, HWS Bristol Pool, Geneva, NY 2008-Present

- 6 hours per week during the school year

Parks, Buildings, and Grounds Department, Town of Nutty, Nutty, NY 2004-2009

- Full-time, summer landscaping position
- Duties included mowing, gardening, planting, etc.
- 40 hours per week

Front Desk Staff, The Green Mountain Fitness Center, Nutty, NY 2006- 2007

- Customer service work at a non-profit fitness facility

# MEDICAL/DENTAL STUDENT

Present: Hobart and William Smith Colleges (HWS) •XXXX Scandling Center • Geneva, NY 14456  
Permanent: 7 Neighbor Lane, Syracuse, NY 13357  
cell number and email address

## EDUCATION

**William Smith College**, Geneva, NY Anticipated May 20XX  
Bachelor of Science in Biology GPA 3.42  
Minor: Health Professions

**The Lawrenceville School**, Lawrenceville, NJ May 20XX

## RELEVANT COURSEWORK

Cellular Structure and Function & Lab Genetics, Molecular Biology & Lab, Biochemistry, Human Physiology,  
Biological Statistics Human Anatomy & Lab, Environmental Chemistry Organic Chemistry & Lab

## CLINICAL EXPERIENCE

**NYU Comprehensive Epilepsy Center**, *Volunteer*, New York, NY Summer 20XX

- Gained knowledge in area of neurology and epilepsy by shadowing Mia Snow MD in clinical setting
- Organized data from doctor notes and mobile application for patients to record epileptic episodes

**Unity Hospital, Rochester, NY** Summer 20XX

- Increased confidence regarding medical issues by shadowing emergency room doctors
- Conducted an audit following individual patient journeys marking time and activities for improvement in time efficiency and crowding management

**Lake Country Dental**, *Volunteer*, Geneva, NY Spring 20XX

- Shadowed Lisa Mulkin DDS in clinical setting

**Finger Lakes Medical Associates**, *Volunteer*, Geneva, NY Spring 20XX

- Shadowed pediatric doctors in clinical setting

## LEADERSHIP EXPERIENCE

**HWS Colleges First Year Orientation**, *Orientation Mentor*, Geneva, NY Spring 20XX - Present

- Mentor incoming students by introducing them to their new campus
- Resource for questions and guidance for transition into beginning college/coming to new place

**Active House: HWS Colleges**, *House Manager*, Geneva, NY Spring 20XX- Spring 20XX

- Managed financial aspects: grocery shopping, house necessities, and budgets for activities
- Organized events for students in the house and colleges to participate in to support local organizations

## NCAA DIVISION EXPERIENCE

**Division III William Smith Ice Hockey** Fall 20XX - Present

- Ability to receive critical feedback in order to be more successful
- Gain valuable time management skills by creating a schedule that allows me to balance academics with sports
- Mollie Marcoux Award recipient for dedication, hard work and teamwork Winter 201X