

EDUCATION

Saint Xavier University - Chicago, IL
Bachelor of Science, *cum laude*, May 20xx
Major: *Biology*; Minor: *Chemistry*
GPA: 3.55/4.00

SKILLS

- **Laboratory:** Gel Electrophoresis, Spectroscopy (IR, NMR, UV-VIS, Electronic Absorption, Raman, Mass), Chromatography (GLC, HPLC, TLC, Affinity, Column, Paper), Thermal Analysis (DSC, DTA, TGA), Microbiology Differential (Gram, Acid-Fast, Metachromatic-Granule)
- **Computer:** Word, Excel, Access, PowerPoint, HTML

RELEVANT PROJECTS

- **Microbiology** - Applied the serial dilution technique to analyze the concentration of microbes in refrigerated eggs, bread, and milk the day before and the day after their expiration dates, and theorized the effects that ingesting each sample might have on the human immunity system, August 20XX
- **Plant Biology** - Conducted a comparison of measurements between sweet corn grown in soil that was and that was not enriched with clover plant nodules containing nitrogen-fixing bacteria, June 20XX

LEADERSHIP

American Chemical Society, August 20XX – June 20XX

- Coordinated a mentoring program for freshman science majors

INTERNSHIP

Laboratory Intern

August 20XX – May 20XX

Harrison Water Testing Systems - Mokena, IL

- Collected water samples from numerous local waterways for quality testing
- Performed mineral analyses of several consumer bottled water brands
- Assessed the effect of various chemical filtering processes on aquatic wildlife
- Produced flyers and newsletters on water quality awareness for several community mass mailing campaigns
- Collaborated with another intern to create a proposal for a high school educational workshop on water pollution

WORK

Assembly Line Production Leader

March 20XX – June 20XX

Midwestern Components Company - Frankfort, IL

- Select, train, and evaluate a staff of 15 assembly-line employees
- Develop production schedules for departmental operations
- Listen attentively and communicate clearly with staff regarding productivity issues
- Serve on the Client Service Quality Improvement Team
- Perform minor bookkeeping, merchandise ordering, and quality control of shipments delivered and received, in a well-organized and detailed manner
- Helped reduce product defect return rate by 7% during the past fiscal year
- Promoted after nine months as an Assembly Line Laborer, March 20xx

HONORS

- Knudsen-Kempton Leadership Scholarship, May 20XX – June 20XX
- Dean's List of Honor Students, Saint Xavier University, August 20XX – May 20XX