

FirstName LastName

Cumberland, MD • firstnamelastname@gmail.com • 410-555-5555

Education

Bachelor of Science in Biology, Minor in Chemistry

May 20xx

Towson University, Towson, MD

- GPA: 3.2

Associate of Science in Biology

Dec 20xx

Harford Community College, Bel Air, MD

- GPA: 3.8

Technical Skills

Lab Skills: Pipetting, Spectrophotometry, Protein Assays, Serial Dilutions

Computer: Proficient in Microsoft Excel, PowerPoint, and Word

Languages: Conversational Spanish

Research Experience

TIGURS (Towson Inquiry Grants for Undergraduate Research in the Summer)

Towson University, Towson, MD

Jun 20xx – Jul 20xx

- Selected for competitive summer research program
- Maintained detailed laboratory records following standard operating procedures (SOP)
- Collaborated with faculty mentor and fellow researchers to analyze the effects of X using Excel
- Presented scientific research to audiences with diverse technical backgrounds, effectively answered questions, and increased audience engagement and appreciation for the research

Experience

Sales Clerk, Staples Office Supply, Towson, MD

Sep 20xx – present

- Employee of the Month four times in a year for outstanding customer service
- Chosen after three months to be head trainer of new salesclerks, trained 15 new employees

Server and Hostess - Savage River Lodge, Frostburg, MD

Summer 20xx

- Promoted to hostess after three weeks based on exemplary interpersonal skills
- Used ReservationsPro® to coordinate reservations, quickly learning new technology
- Collaborated with team members to ensure efficient restaurant operations

Volunteer - Allegheny Summer Education Program, Grantsville, MD

Summers 20xx – 20xx

- Taught basic math skills to 5th and 6th graders, adapting lessons to improve comprehension
- Organized and managed schedules of all volunteers in second year to ensure effective coverage

Leadership

Elected Captain - Towson University Traveling Ultimate Frisbee Team

Sep 20xx – May 20xx

- Developed team cohesion through effective communication and led the team to State Finals in 20xx

Activities and Interests

Associate Member - Tri-Beta National Biological Honor Society

Dec 20xx – present

Upsilon Eta Chapter of Towson University

Secretary - Towson University Women in Science Club

Feb 20xx – present

- Collaborate with student leaders to coordinate meetings, organize events, and promote opportunities that support women pursuing STEM careers