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What is a résumé?

A résumé is a brief document that summarizes your education, employment history, and experiences that are relevant to your qualifications for a particular job for which you are applying. The purpose of a résumé (along with your cover letter) is to get an interview. Research has shown that it takes an average of ten (10) interviews to receive one (1) job offer, so your résumé needs to be persuasive and perfect. Given this, your résumé must be user-centered and persuasive.

It is crucial that your resume reflects your personality and individuality, yet there are general principles which should serve as guidelines regardless of your choice of format or style. It is also important to remember that resumes may be "general" (useful for seeking positions in a variety of career fields) or "job specific" (a stated objective is usually present at the beginning of this type of resume). Resumes that are job specific tend to get the best results. Often, people have more than one resume; each emphasizes particular skills and experiences.

What should it look like?

A general résumé should be a brief summary of your experience, so it should be as concise as possible (a one page maximum for those with a Bachelor's degree is commonplace). Résumés differ from letters and papers, and they are written in a concise style using bullet lists rather than long sentences and paragraphs. A résumé is designed to be skimmed quickly. You should look at as many résumé examples as possible before writing your own. You can check our samples to see several different formats. Though you may maintain a general résumé, you should tailor your résumés to fit the needs and expectations of each company and job position. Since the initial contact between your resume and the employer is so brief, your resume must be visually interesting. Avoid templates if possible and create a document that is unique to you starting in straight MSWord. Your resume should be error-free! Proofread carefully. Ask someone else to proofread it, too.

Font: Always use a simple easy-to-read font such as Calibri, Verdana, and Century Gothic. As a general rule, no font size on your resume should be smaller than 10 point. Your name should be the largest font size on your resume. A good range, depending on which font you use, is between 16 and 22 points. Try not to use a variety of fonts as consistency is important.

Margins: Your margins depend on how much information you are trying to put onto your resume. Left and right side margins should always be the same size. As a general rule, margins should be no smaller than .5 inches and no larger than 1 inch.



Heading: List your name and both a campus and a permanent address and phone number at the top of your resume page. Your name can be between 16 pt and 22 pt size font; you want potential employers to remember who you are. After graduation only your permanent address is necessary. If you check e-mail regularly, list this address as well.

Format: Job titles and places where you have worked may be emphasized in bold type, CAPITAL LETTERS, italics, or be underlined. Keep in mind that consistency plays a vital role in a positive appearance. If you plan to highlight your "Education" heading with bold type and capitalization, be sure that your corresponding titles (e.g. Objective, Employment, Activities) are highlighted in the same fashion. Beware, however, of overemphasizing. In a sea of capital letters, bold type, and underlined words, nothing distinguishes itself from the rest.

DO:

- Use phrases starting with action verbs.
- Use language that creates vivid word pictures for potential employers.
- While being descriptive, keep explanations as concise as possible.
- Use quantities, amounts, and dollar values whenever they enhance the description of your accomplishments.
- Keep your tenses and format consistent according to the time in which you completed the responsibility.

DON'T:

- Use the personal pronoun "I" (There are occasional exceptions to this rule).
- Use phrases like "Responsible for" and "Was in charge of." Do not say what you were supposed to do, say what you did.
- Include personal data such as height, weight, health, age or marital status.
- Include a photograph unless requested.
- Include salary information or address of prior employer; the name of the company and city and state where it is located is sufficient.
- Have any typos or any grammatical errors.

Types of Resumes: Chronological, Functional, Scannable

Chronological Resume

This style of organization is very conservative, and it is most useful for people who have work experience in positions which are closely related to their desired employment. This style is also most suited to people who have not had long periods of unemployment time between jobs. This format starts with the present, or most recent, job and progresses back in time.

Functional Resume

A functional resume emphasizes abilities or categories of skill or experience (rather than positions). Use headings which are most relevant to the job you are apply for. The following are some commonly used headings: **Management; Marketing; Technology; Insurance; Administration; Advertising; Public Relations; Communications; Education; Writing/Editing; Teaching; Research**, etc.

In a functional resume, the education and experience sections are arranged in order of importance, regardless of chronological sequence. The most important experience is described first and most fully. Less detail is needed as the significance of the experience diminishes. The strengths of the functional approach are many. It encourages you to prioritize your skills. If your most recent experience has been least meaningful or if you have spent several summers at similar jobs, you can control the way they appear on your resume. This format emphasizes skills and major accomplishments and allows you to organize them in an order that most supports your career objectives and interests.

The following are examples of when a functional resume is most suitable: - changing career paths - lack of direct experience for a job opening - possessing only seasonal or temporary work experience or having gaps between employment experiences - having a variety of unrelated work experiences.

Scannable Resume

Resume databases enable employers to identify candidates for their openings without spending hundreds of hours weeding through stacks of resumes. At many companies, technology has replaced humans in the initial screening; therefore, it may be necessary to design an additional resume that will not be screened out by the computer. Unlike people, who may be impressed by format, language, personal qualities, and the like, computers are strictly objective. Selection through a database is most often determined by skills and experience.

While paper resumes can seize the reader's attention with action verbs, nouns are emphasized in scannable resumes since nouns are most often used for keyword searches. The process is similar to keyword searches available on library systems. The more keywords you use, the more likely that your resume will be chosen. Often, resumes are ranked based on the number of matches.

When determining the format of your scannable resume, it's important to remember that people will be reading your resume after the initial screening. An effective scannable resume includes a summary of keywords near the beginning of the document. The remainder of the resume may be any format you choose. To help you choose keywords, develop a list of job and industry jargon or buzzwords. When developing this list, read literature about the industry, job and organization; conduct informational interviews; and use words that appear in the job description.

Tips for writing scannable resumes:

- Use a common font and a sans serif typeface such as Helvetica, Futura, Univers, Tahoma, Calibri
- Use font size 10 to 14 points.
- Avoid italics, graphing, shading, horizontal and vertical lines.
- Use a laser printer.
- Always send originals.
- Put your name on the first line, alone, with the address underneath.
- Do not fold your resume.
- Include a cover letter.

Categories of Resumes

The information you want to present on your resume should be grouped into certain categories to allow prospective employers to quickly find what they are seeking. There are some categories you should always expect to use, such as Education and Experience, as well as other categories that are used on certain types of resumes.

Education

For most students, education represents the most significant accomplishment and is listed first. List your degree (Bachelor of Arts), graduation date, name and location of the university and major. If you studied abroad, wrote a thesis, or conducted original research, it should be included. You may add specific coursework if it relates to the field in which you are interested.

If you have a significant number of relevant honors from college, you might consider listing them under a separate heading entitled Honors. High school academic honors, activities, and experiences should be included if they are of major significance only and/or relate to your field of interest.

Once you have had several years' work experience after college (generally 5 years in total), many people choose to move the Experience category into first place on the resume and move the Education category to the bottom. Whether or not to do this is not universally accepted and we encourage you to check with a career counselor for advice on your particular situation.

Experience (Alternative titles for this category include Work Experience and Employment)

In most employers' minds, experience is the most important section on the resume. They readily admit, however, that experience, and therefore skills, are gained not only through paid employment. Internships, volunteer positions, and campus activities can develop valuable skills which you will want to highlight.

It is essential in this category to pay close attention to your choice of wording. Remember to use action words, fragment sentences, and the appropriate tenses. Also, if the jobs that you have held have no real job titles, develop a title which conveys the essence of your job. Be as accurate and specific as possible when describing a particular job and giving yourself a title.

It is frequently useful and effective to emphasize experiences specifically related to the job by listing these under titles such as Communications Experience, Leadership Experience, Research Experience, Volunteer Experience, Organizational/Administrative Experience, Editing/Writing Experience, etc. The addition of such specific headings is often a hallmark of a functional resume.

Additional Skills (Alternative titles for this category include Skills, Related Skills, and Additional Qualifications)

A skills section lists both specific and general skills that are noteworthy, such as knowledge of foreign and computer languages, familiarity with statistical or laboratory techniques, and social media skills.

Other Categories

If you have published a piece of research or belong to any professional organizations, this fact may merit inclusion under a separate heading. An Interests or Interests/Activities category is quite often used to include features such as domestic or overseas travel, hobbies, or relevant background information.

Job Objective (Alternative titles for this category include Position Sought, Professional Goal, Career Objective, and Summary)

A job objective identifies the type of work you are seeking, the field in which you are interested, or the skills you would like to use on the job. An objective statement is most effective if it provides clarification for the reader. For example, if you have a broad major (such as sociology or management), you are seeking an internship, or you are seeking a position that is not closely related to your major, you may consider using an objective.

A good objective statement answers the following:

1. What type of positions you are seeking (internship or entry-level).
2. What type of company/industry/job you are seeking (human resources, operational management, sales).
3. What qualities you bring to the job (your strengths).

Summary of Qualifications or Highlights of Accomplishments

Summary of Qualifications (Replacing the Objective) is 3-5 concise sentences and is the first section listed on a resume. It is a summary of your most pertinent experience and qualifications that is customized for the position in which you are applying. This is also a place where attributes, such as punctuality and honesty, can be conveyed that would otherwise not be appropriate under work experience. Use the job description to help identify the areas of expertise, distinction, traits and related experiences you have without using the words "I" or "My".

How to Write

1. Brainstorm about the skills and attributes that you possess. These skills need to pertain to the type of job you are trying to obtain. It might be helpful to reference the job description. Start writing down skills such as "Proficient in Microsoft Office applications," "Punctual," "Created employee handbooks," "Ranked No. 1 salesperson in past two positions," etc. Write down as many as you can and then narrow the list later. It can also be helpful to brainstorm with someone who knows you in the working world, because they might be able to suggest traits that you were not aware of.
2. Review your list. You might be able to combine multiple items to create one thorough bullet point. For example, list items such as "Punctual," "Proficient in AutoCAD," "Completes projects under budget" and "goal-oriented" could be combined to read "Punctual AutoCAD professional with a track record for finishing projects on time and under budget."
3. Compare your list to your work experience. Does your list help summarize your work? Does your list summarize the skills for the job you want to obtain? If not, work on creating a more accurate list. If your list includes "Ability to read people" and you have held jobs that do not require customer service, adjust your skill to read "Ability to work well with a team by understanding the needs of my peers."
4. Narrow your list to three to five bullet points that most accurately and effectively summarize your work experience. These bullet points are the first list on your resume and can be the only area a recruiter may read; make sure that these bullet points reflect how you want to be summarized as a potential candidate. Keep in mind that a resume is never complete and new work experiences or a new career direction affect the content of your summary of qualifications.

Job Description : Pharmaceutical Sales
Looking for **success-oriented individual** to **promote and sell products** to physicians and other health care providers. Qualifications include: Bachelor's degree, superior **customer service skills**, and ability to **build and maintain relationships**, ability to master scientific information, **proven record of achieving sales goals**.

Skills Summary:
Success-oriented individual with proven ability to **sell products** and **achieve sales goals** using **customer service skills** and ability to **build and maintain relationships**.

Example #1

Three years experience working in the _____ (fill in the blank) industry
Competent at managing responsibilities in a high-volume atmosphere
Skilled at interacting with customers of all socioeconomic backgrounds
Hard worker, quick learner, and ability to assume responsibility

Example #2

Work well under pressure as part of a team
Well-groomed appearance
Polite, respectful, and courteous manners
Responsible, efficient, and flexible
Ability to work in a fast-paced, intense environment smoothly

Example #3

Quick learner, eager to further my _____ (fill in the blank) knowledge and skills
Meticulous worker; attentive to quality and detail
Able and willing to assist co-workers, supervisors, and clients in a cooperative manner
Committed to providing total quality work
Dependable employee with common sense and a variety of skills
Work well under pressure to meet deadlines

Example #4

Ability to balance books and handle finances in a responsible manner
Expert knowledge of computer software packages
Work cooperatively with a wide range of personalities
Proven ability to gain customer's confidence and trust
Relates easily with all levels of co-workers and customers
Excellent verbal and written communication skills
Collaborate easily with co-workers and work well independently

Example #5

Possess excellent communication and inter-personal skills
Perform effectively despite sudden deadlines and changing priorities
Proven ability to identify, analyze, and solve problems
Highly reliable self starter; can be counted on to complete assignments
Proven competence in working with others in a team effort

Example #6

Worked both as a crew member and independently
Get along well with employers and coworkers
Experienced in customer relations

Action Verbs

Resumes are from fragment sentences starting with action verbs at the beginning of each fragment.

<p>CREATIVE SKILLS</p> <p>acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated planned revitalized shaped</p> <p>TEACHING SKILLS</p> <p>adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated facilitated guided informed initiated instructed set goals stimulated</p>	<p>MANAGEMENT SKILLS</p> <p>administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised</p>	<p>COMMUNICATION SKILLS</p> <p>addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote</p>	<p>RESEARCH SKILLS</p> <p>clarified collected critiqued diagnosed evaluated extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized overhauled programmed remodeled repaired solved trained upgraded</p>	<p>FINANCIAL SKILLS</p> <p>administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecast managed marketed planned projected researched</p> <p>TECHNICAL SKILLS</p> <p>assembled built calculated computed designed devised engineered fabricated maintained operated</p>	<p>ADMINISTRATIVE OR DETAIL SKILLS</p> <p>approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed recorded retrieved screened specified systematized tabulated validated</p>
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ALANNA N. BIRD

40 Heritage Ave, Uxbridge, MA 01533
744-280-0478 alannanbird@gmill.com

Education

University of Rhode Island, Kingston, RI May 2017
Bachelor of Arts: Biology

Work History

Hopedale Country Club, Hopedale, MA Feb. 2014-Present
Hostess/Server

- Multi-task in fast paced environment; work as member of a team effectively
- Use strong customer service and interpersonal skills
- Market specialty items to increase billing and revenue
- Seat patrons according to wait staff equality
- Process billing with accuracy

Mendon Upton Regional School District, Upton, MA Jan. 2014 – May 2014
Substitute Teacher

- Adhered to policy and protocol of district
- Followed instruction left by instructor; Evaluated classroom behavior
- Taught, guided and mentored classroom of elementary school children

LF Stores, Wellesley, MA Summer 2013
Stylist

- Provided personalized styling assistance to customers at upscale women's boutique
- Stocked merchandise, maintained displays, dressed mannequins, rang up purchases

Shaw's Supermarket, Milford, MA 2010 –2012
Cashier and Customer Service Desk Clerk

- Used interpersonal skills to assist diverse customer base
- Cashed checks, lottery tickets and provided refunds
- Worked as member of team to support cashiers and baggers

Computer Skills

Proficient in use of MSWord, Excel, PowerPoint, Twitter, Instagram and Vine.

Ngyun Chau

68 Stormy Rd. Coventry, RI 02816 ■ 401.200.300 ■ chau@gmail.com

EDUCATION

University of Rhode Island, Kingston, RI

Aug. 2012

Bachelor of Science: Kinesiology

GPA 3.2/4.0

Member: American College of Sports Medicine

Current

RELATED EXPERIENCE

Plus One, Coventry, RI

Summer 2012

Intern: Corporate Fitness

- Shadowed Exercise Specialist and gained understanding of corporate culture and employee fitness
- Designed exercise prescriptions according to individual client needs
- Helped to maintain facility and perform upkeep and maintenance
- Attended health seminars and gained understanding of topics, relevance and presentation
- Listened to clients/staff to understand trends and consumer needs

Peace Corps: Health Program, Kyrgyzstan

2008-2010

Volunteer

- Worked with members of the Red Crescent Society to develop AIDS education programs
- Taught English language to college students
- Facilitated camps; Taught children ages 8-15 fundamentals of baseball, basketball, and football
- Used strong interpersonal skills to build and maintain relationships
- Instructed Sexual Health Education courses at the high school level
- Completed 265 hours of Russian language instruction, spoke

YMCA of Greater Providence, Cranston, RI

2004-2008

Lifeguard/Aquatic Instructor

- Implemented and evaluated programs for swimmers ages 3-12
- Monitored and ensured the safety of those using the pool

EMPLOYMENT EXPERIENCE

Macy's, Warwick, RI

2010-present

Sales Associate

- Process check, charge, credit transactions with efficiency
- Utilize interpersonal skills to communicate with and assist customers

SKILLS SUMMARY

Computer Skills: Proficient in use of Microsoft Word, Excel and Powerpoint.

Language Skills: Proficient in Russian and German languages

No Name

68 Stormy Rd. Coventry, RI 02526 ■ 401.200.300 ■ charyu@gmail.com

Passionate and hardworking individual with the energy and intellect required to solve complex problems and produce results; a record of strong leadership and team skills with experience in optimizing systems & processes (developed production plan at BankUS saving over \$50K yearly).

EDUCATION

University of Rhode Island (URI), Kingston, RI

Bachelor of Science Degree: Industrial and Systems Engineering
Minor: Mathematics (Honors Program)

May 2015

GPA: 3.78 (Dean's List)

PROJECTS

GAA Design Competition

- Developing a solution to optimize GAA's snow removal operations, Implementing Improvement Kata (Lean)

Project Planning and Management of Systems

- Prepared post-mortem report for Boeing's failed \$18B FIA spy satellite building project

Honors Colloquium -- "Are you Ready for the Future?"

- Forecasted inventions for 2030; proposed creative, profitable product ideas to Entrepreneurs

Advanced Deterministic Systems -- Operations Research

- Optimized a plan to acquire Water in Baghdad while reducing costs by 70%

Foundations of Engineering II

- Developed a 6x6 Tic-Tae-Toe game using Matlab for a competition

INDEPENDENT RESEARCH EXPERIENCE

Mathematics Study, URI, Kingston, RI

Sept.-Dec. 2013

- Collaborated on development of techniques to de-blur images and reduce collateral damage done by UAVs

Department of Transportation, Hartford, CT

Feb.-March 2013

- Researched historical weather data; built and analyzed weather maps
- Wrote algorithms that converted extensive databases into spreadsheets for simulation

WORK EXPERIENCE

Industrial Engineering Consultant

Marsh & Co., North Smithfield, RI

Dec. 2013-Present

- Rapidly adapted to new company setting and mastered new software
- Currently customizing an Enterprise Resource Planning (ERP) system to achieve business goals efficiently

Industrial Engineering Intern

BankUS, East Madison, NH

May-Aug. 2013

- Created production plans that project yearly savings of over \$75K while reducing managerial stress
- Implemented Lean, proposed measures to reduce changeover times by 58%

SKILLS

Computer: MS Suite, VBA, Solidworks, Mathematica, Arduino, ArcGIS, Minitab, Python and Matlab

Languages: Fluent in Spanish. Moderate in Japanese

No Name

68 Stormy Rd. Coventry, RI 02526 ■ 401.200.300 ■ charyu@gmail.com

Personal and Professional Profile

A dedicated individual seeking to utilize professional skills and personal experience to positively impact the urban community. A hard-working, Spanish-speaking, double-majored student, Anne is a capable, strong-minded role model wishing to support the community mission and to develop herself professionally. Workplace skills include: constructive cross-cultural communication, time management, problem analysis and resolution, task organization and completion, stress management, team and volunteer coordination

Education

University of Rhode Island	Kingston, RI	August 2015
Bachelor of Science Degrees: Health Studies and Human Development		GPA 3.7 (Dean's List)
Specific Coursework: Research Theory, Social Psychology and Public Health,		

Wellness Work Experience

Program Development Intern -- Well-Being and Fitness

Simplicity Health Plans	Salvo Heights, MA	Feb. 2014 - Present
<ul style="list-style-type: none"> - Develop and implement client-specific nutrition plans - Research and Administer plans to enhance wellness programs - Design distinct motivational Health messages 		

Wellness Intern/Employee Programs – HR Department

South County Hospital	Wakefield, RI	Fall 2013
<ul style="list-style-type: none"> - Promoted current Well Beyond program to employees enrolled in benefit program. - Organized and track staff activity in Well Beyond Program using Excel and online forum. - Helped roll out Benefits for 2014 fiscal year, organization, supplementation creation, etc. 		

Other Work Experience

Paraprofessional for student with disabilities

Lincoln Public Schools	Lincoln, NH	2011 –2013
<ul style="list-style-type: none"> - Encouraged student use of Daily Living and Hygiene Skills (e.g., toileting, eating, behavior) - Supported students in the Inclusive classroom environment - Kept track of student progress, monitor data and academic instruction 		

URI Phonathon Program -- Student Supervisor

University of Rhode Island	Kingston, RI	2010-2012
<ul style="list-style-type: none"> - Trained new student callers and supervise employees - Used excel and phone system to organize and track nightly intake and information 		

Community Service and Certifications

URI Health Services	Fall 2013
Certified in CPR, AED, First Aid Training	Current

Elijah Goodbody

429 Artery Lane, Spokane, WA 22135

elijahg@gmail.com

(802) 253-6709

EDUCATION

University of Rhode Island, Kingston, RI
Bachelor of Science in Nutrition

2011
Overall GPA 3.6/4.0

NUTRITION/DIETETICS EXPERIENCE

Bristol Diabetes and Endocrinology PC, Taunton, MA

Nutrition/Dietetics Internship Research Project

Spring 2010

- Helped plan and manage dietary prescriptions for Diabetics and other patient types
- Assisted to coordinate individual and group nutrition counseling and various outreach services
- Used language skills to interpret for Spanish speaking clients
- Built and maintained relationships using interpersonal skills
- Conducted a prospective clinical trial concerning efficacy of pectin in internally-fed patients

RESEARCH EXPERIENCE

University of Rhode Island, Kingston, RI

Research Assistant

2008-2009

- Assisted to plan and develop research study entitled "Clinical and Economic Impacts of eHealth on Diabetes"
- Recruited and trained research participants
- Facilitated communication between health district and university partners
- Managed client data with accuracy

University of Rhode Island, Kingston, RI

Research Assistant

Summer 2008

- Developed questionnaire templates using Epi Info computer program
- Entered data for "Traditional Food for Health" project
- Wrote a proposal regarding cultural foods on-campus

WORK EXPERIENCE

University of Rhode Island, Kingston, RI

House Manager, Women's Center

2007-2008

- Managed residential living/learning community for undergraduate women in the fields of science and technology, assuring a safe atmosphere and providing counseling/advising
- Assisted in establishing and implementing policies/regulations

EQUINOX, Darien, CT

Kids Club

2006-2007

- Promoted reading, supervised coloring and played games
- Provided positive energy that kept members coming back

COMPUTER SKILLS

Proficient in us of MS Word, SAS, MS Excel, SPSS, MS Publisher, Epi Info, EndNote, MS PowerPoint



No Name

68 Stormy Rd. Coventry, RI 02526 ■ 401.200.300 ■ charyu@gmail.com

Pharmacy/Hospital Experience

Butler Hospital, Providence, RI 2010-2013

Pharmacist

- * Conducted medication education groups for patients on inpatient psychiatric /alcohol drug unit
- * Involved in all medication dispensing activities for inpatient units
- * Delivered medications to and consulted with patients in the partial hospital alcohol and drug program
- * Worked in the hospital's emergency room (PAS, Patient Assessment Services)
- * Obtained accurate medication histories and all other aspects of medication reconciliation for patients
- * Provided drug information and identification services to PAS clinicians
- * Contributed articles to the pharmacy's monthly newsletter which was distributed hospital wide
- * Performed daily chart reviews for all in-patients receiving warfarin, lithium, and clozapine
- * Supervised Pharm.D. students and managed pharmacy operations

Kent Hospital, Warwick, RI 2007-2010

Pharmacist

- * Performed order entry and review for all intravenous, parenteral nutrition, and chemotherapy
- * Facilitated lab monitoring of patients receiving parenteral nutrition
- * Prepared of chemotherapeutic agents, reviewed the utilization of intravenous
- * Reconciled medications in the emergency room while serving as the emergency room pharmacist
- * Supervised the dispensing and compounding activities of technicians and interns
- * Monitored the preparation of intravenous medications, parenteral nutrition, and chemotherapy

Human Service/Volunteerism Experience

Southern Rhode Island Volunteers, Wakefield, RI 2011-Present

- * Act as contributing member of the Fund Development Committee
- * Plan and execute fundraising events
- * Provide safe medical transport for homebound seniors
- * Participate in and deliver Meals on Wheels as well as the food pantry
- * Speak at presentations given by the organization to promote awareness and understanding

Habitat for Humanity, Charlestown, RI 2011-Present

Involved in all operations of the retail store (ReStore)

- * Refurbish used furniture, restore usefulness to donated materials
- * Use communication and interpersonal skills to build and maintain patron relationships

Dana-Farber Cancer Institute, Boston, MA 2010-Present

- * Participate in the Jimmy Fund/Variety Children's Charity Theatre Collections
- * Walk the Boston Marathon representing the Jimmy Fund

Education

University of Rhode Island, Kingston, RI

2002

Doctor of Pharmacy: Registered Pharmacist, Rhode Island

2002-present

Computer Skills

Proficient in Cerner, Pyxis, Avatar, and Microsoft Excel, PowerPoint, and Word

Any Body

68 Stormy Rd. Coventry, RI 02526 ■ 401.200.300 ■ charyu@gmail.com

EXPERIENCE

Environmental Protection Agency – Atlantic Ecology Division , Narragansett, RI	Summer 2013
Ecological Assessment Intern	
<ul style="list-style-type: none"> • Synthesized information to implement an ecological assessment model for habitat quality of RI salt marshes. • Utilized RIGIS data and complicated GIS techniques to complete model inputs for 25 salt marsh study sites. • Created detailed vegetation maps in Arc Map 10.0 through extensive fieldwork and aerial photo interpretation. • Took part in Seaside Sparrow and Saltmarsh Sparrow surveys at Ninigret Pond, Charlestown, RI. 	
University of Rhode Island , Kingston, RI	Spring 2013
Coastal Fellow	
<ul style="list-style-type: none"> • Conducted weed counts, measured soil characteristics, and performed an analysis of variance to determine the effects of organic materials to suppress weeds as an alternative to chemical herbicides. • Presented findings of “Effectiveness of Organic Mulches for Landscape Weed Control” at Coastal Fellows Symposium attended by over 200 faculty and students. 	
Blithewold Mansion, Gardens & Arboretum , Bristol, RI	Summer 2012
Horticulturist	
<ul style="list-style-type: none"> • Designed, installed and maintained assigned garden areas. • Initiated efforts for native meadow habitat in reconstructed focal area of the garden. • Propagated plant material for nursery stock. • Led educational walks for the public related to the gardens and horticulture. 	
Garden Elements , South Kingstown, RI	Summer 2011
Horticulture Intern	
<ul style="list-style-type: none"> • Consulted with clients in a variety of residential and commercial landscapes. • Conducted overall site analysis and planting recommendations to promote wildlife habitat and biodiversity. • Utilized organic plant health care methods and soil amendments. • Designed, installed and maintained landscapes with sound science practices. • Managed and trained new employees on policies and procedures. 	
Arnold Arboretum , Boston, MA	Summer 2010
Horticulture Intern	
<ul style="list-style-type: none"> • Co-managed the display gardens and conducted tours. • Designed and installed informational herb gardens. 	

CERTIFICATES

Rhode Island Nursery and Landscape Association – Certified Horticulturist	2012
The Essence of Herbalism Apprentice – Certified Herbalist	2011

EDUCATION

University of Rhode Island, Kingston, RI	May 2014
Bachelor of Science: Environmental Horticulture and Turfgrass Management	
GPA 3.4/4.0	

Nobody Name

23 Easton Highway, North Stabfield, Rhode Island 028976
(401) 565-8258. noname@my.uri.edu

EDUCATION

University of Rhode Island, Kingston, RI
Bachelor of Science Degree in Animal Science and Technology May 2016
GPA: 3.32/4.0

WORK EXPERIENCE

North Kingstown Animal Hospital, North Kingstown, RI 2012-Present
Veterinarian Technician

- Care for cats and dogs in kennel
- Feed, walk, clean, and administer medications according to doctor orders
- Hold animals for procedures, take X-Rays, administer fluids and draw vaccines
- Gain knowledge regarding surgeries and dental procedures

URI Student Senate, Kingston, RI 2011-2015
Chairman of Campus Affairs Committee

- Held weekly meetings; created agenda
- Held position of Vice Chairman of Campus Affairs Committee [2010-2011]
- Scheduled Safety and Lighting walk
- Interviewed potential candidates with the URI Policemen
- Wrote opinion bill regarding potential athletic fee
- Performed troubleshooting with RIPTA shuttle issues
- Initiated research regarding Student Union Expansion Project

Invensys Systems, Inc., Foxboro, MA 2010-2013
Document Control Intern Summers

- Created document and presentation templates using Adobe Acrobat, Microsoft Excel, Microsoft Word, Microsoft PowerPoint to ensure standardize company branding and messaging.
- Scanned images using Wide Image Paper Scanner/Aperture Microfilm Scanner

EXTRACURRICULAR ACTIVITIES

URI 101 Mentor Fall 2014

- Assist freshmen with their transition to college life; Write lesson plans and teach the class

URI, Animal Science Dept.: Independent Study 2011-2013

- Collected and examined fecal samples of sheep and goats for the presence of coccidia oocysts.

AVS 101 Introductory to Animal Science: Teaching Assistant Fall 2012

- Proctored student examinations; Educated university students on farm tours

VOLUNTEERISM

Peckham Farm, Kingston, RI 2009-2010
Animal & Veterinary Science Club, Kingston, RI 2009-2010
Burrillville Animal Shelter, Burrillville, RI 2005-2009



Elaine Doubletree
(851) 652-3921

120 Flagg Road, University of Rhode Island, Kingston, RI 02881
nonmae@my.uri.edu noname.wordpress.com

Education

University of Rhode Island, Kingston, RI 2015
Master of Science: Ecology and Ecosystem Sciences

University of California, Davis, C A 2010
Bachelor of Science: Biological Sciences with Marine Emphasis

Awards

Enhancement of Graduate Research Award (\$1000) 2012
Office of the Dean Student Research Travel Award (\$250) 2012

Skills Summary

Leadership

- Instructed undergraduate lab: Ecology of Marine Plants (BIO 418)
- Led student field trips to rocky intertidal zone, sand dune, salt marsh, and salt pond
- Assisted students in using keys to identify algae and marine plants
- Managed, trained and set objectives for small field crews
- Led patients through stretching exercises and taught them how use exercise machines

Policy

- Monitored and evaluated the direct effects of human pollution into Narragansett Bay, RI
- Attended marine affairs seminar and studied current policy issues along the Northeastern Coast
- Developed a Masters research project that will produce results to directly influence coastal development policy decisions

Communication

- Work closely with and communicate among faculty, graduate students, and undergraduate students
- Organized and orally presented research results in front of a scientific audience
- Lived and worked with a small group (8 people) for 3 months in an isolated location
- Assisted teaching classes about exercise and healthy life habits (e.g. diet, smoking cessation)

Work Experience

Master's Research, University of Rhode Island, Kingston, RI 2012-2014
Graduate Teaching Assistant, University of Rhode Island, Kingston, RI Fall 2012
Junior Specialist, University of California, Davis, Bodega Bay, CA April 2011 – Oct 2011
Marine Research Intern, Pontificia Universidad Católica de Chile, Las Cruces, Chile Fall 2010
Rocky Intertidal Research Assistant, University of California, Davis, Bodega Bay, CA Summer 2010
Laboratory Assistant, University of California, Davis, Davis, CA Summer 2010

Computer/Language Skills/Certification

Computer skills: Microsoft Word, Excel, Access, PowerPoint, ImageJ
Language skills: Conversational Spanish, Elementary French
PADI Advanced Open Water Diver



Nobody Name

23 Easton Highway, North Stabfield, Rhode Island 028976
(401) 565-8258. noname@my.uri.edu

Education

University of Rhode Island, Kingston, RI

Masters of Science in Clinical Laboratory Science

Dec. 2015

Bachelors of Science in Microbiology

May 2012

Related Experience

Microbiologist, KIK (CCL) Custom Manufacturing, Cumberland RI 2010-2015

- Facilitated microbial limit testing of micro-sensitive OTC and healthcare products
- Prepared media and perform growth promotions
- Processed water sampling and testing for total plate counts, coliforms, pseudomonas
- Identified microbial using APIs, staphaurex, C.albicans screening test
- Performed Air sampling and testing; Sampled and tested equipment swab samples
- Verified calibration for autoclave and thermometers
- Created monthly reports for customers and company
- Revised SOP's as necessary
- Acted as first aid responder and odor panelist

Quality Control Analyst, Stryker Biotech, Hopkinton, MA (Contract) 2010-2012

- Sampled and tested water for bioburden, endotoxin and total organic carbon
- Monitored and tracked temperature for incubators, freezers and refrigerators
- Updated trending databases and logbooks associated with EM
- Prepared buffers and reagents for QC lab
- Reviewed batch records and data
- Performed ELISA and SDS-Page as needed
- Performed QC inspection of materials
- Tracked and monitored training status for 14 employees

Lab Analyst, RI Analytical Environmental Specialist, Warwick, RI 2009-2011

- Performed BOD, MPN, MF, DO, total Colilert, and total plate count on water samples
- Monitored temperatures of incubators and refrigerators
- Utilized attention to detail and analytical skills to record and check for integrity of data
- Worked in an efficient manner and performed maintenance to secure sterile environment
- Operated autoclave

Experience

Career Librarian, Career Services, University of Rhode Island, Kingston, RI 2012-2014

- Organized the career library, books, magazines, etc.
- Trained 5 new employees and assisted students in researching careers and internships
- Worked on projects: job fairs, recruiting (campus), and workshops

Language/Computer Skills

Proficient in MS Word, LIMS. Knowledgeable in Excel, E-campus. Fluent in Creole; conversational ability in Portuguese and Spanish

Nobody Name

23 Easton Highway, North Stanfield, Rhode Island 028976 ■ (401) 565-8258. noname@my.uri.edu

Education

University of Rhode Island, Kingston, RI	May 2016
Bachelors of Arts: Biology Minor: Communications	GPA3.6/4.0

Leadership Experience

Mystic Aquarium Institute for Exploration, Mystic, CT <i>Volunteer Docent</i>	2015 - Present
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- Present natural history summaries and field questions about fish and invertebrates for guests of all ages

URI Office of New Student Programs, Kingston, RI <i>URI101 Mentor</i>	Fall 2015
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- Facilitated transition course for 16 first year students during the first 10 weeks of the semester
- Participated in personal mentoring through E-mail and one on one meetings

Cohen Camp Foundation, Ashland, MA <i>Counselor for Dor L' Dor Leadership Program</i>	Summer 2015
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- Created a leadership curriculum for future Dor L' Dor programs including training seminars and coursework
- Evaluated and recommended future counselors to the Cohen camp staff

Rein Teen Tours, Wayne, NJ <i>Teen Tour Counselor</i>	Summer 2015
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- Supervised 42 teens ages 14-16 while traveling the western United States for 3 weeks

Internship Experience

Center for Vector-Borne Disease: <i>Tick Project Manager</i> University of Rhode Island, Kingston, RI	2016
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- Oversaw the distribution, creation and management of Excel address file for a mailing to 7,000 RI citizens
- Administered lab techniques used in Lyme disease research
- Negotiated with postal distribution centers as well as printing vendors

Center for Behavioral and Preventive Medicine: <i>Research Assistant Intern</i> Brown Medical School and the Miriam Hospital, Providence, RI	2015
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- Assess and tabulate caloric and nutritional data received from research participants
- Enter research data into computer system using Microsoft Access
- Assisted in the acquisition of research data via telephone interview, physical measurements, and

Computer Skills

Proficient in Microsoft Word, Microsoft Access, and Microsoft Excel

Kayla L. Gorden 247 Belwick Avenue, Warwick, RI 02886
401-737-2560 | kayla_gorden@my.uri.edu

EDUCATION

Bachelor of Art: Computer Science May 2015
University of Rhode Island, Kingston, Rhode Island

WORK EXPERIENCE

Kohls, Warwick RI June 2013-Present
Cashier

- Market and promote charge and rewards card to clients
- Process check, cash and charge; even exchange and payments
- Assist to organize stock; answer customer inquiries

RELATED PROJECTS

Computer Science 212: Java Oriented Program Spring 2013
Flash Card Game

- Created project description, specifications, prototype
- Completed project of one flash card game with one/two players
- Received exemplary grade

Computer Science 211: Java Oriented Program Fall 2012
Multi Player Game

- Created basic outline using array, complex sorting, polymorphism and inheritance
- Wrote effective code, tested and debugged program
- Games included Black Jack, 5 Dice with multi player options; Received exemplary grade

Writing 333: Scientific and Technical Writing Fall 2012
Shiny Flamingos

- Researched and created a proposal for making a computer game
- Created a timeline for effectiveness
- Developed game using JAVA; Wrote comprehensive report regarding the process and updates
- Created website (LINK) describing game details and download
- Converted game in executable JAR

Electrical Engineering Basic Circuitry 201: Fall 2011

- Created functional running stopwatch using Multisim 11.0
- Worked as member of team to complete project on time
- Demonstrated and presented completed project to instructor

VOLUNTEERISM AND AFFILIATIONS

Cybersecurity Symposium Spring 2011-2013
Society of Women Engineers 2011

SKILLS

Proficient in using MS Office, MATLAB 2010, and Mathematica 8
Basic knowledge of WinCupl, Multisim 11.0, Basic Digital Circuit Design

Matt Matica

45 Outpost Way, East Greenwich, RI 02818 • (401) 545-6342 • matt_matica@my.uri.edu

EDUCATION

University of Rhode Island, Kingston RI 02881
Bachelors of Art: Mathematics

May 2017
GPA: 3.7/4.0

RELEVANT COURSEWORK

Introductory Calculus with Analytic Geometry

- Trained to use formulas to find derivatives and integrals.
- Calculated rates of change, limits, and extrema.
- Applied geometric and calculus knowledge to potential real world situations.
- Solved calculus problems with Mathematica software program.

Intermediate Calculus with Analytic Geometry

- Converted polar coordinates to Cartesian coordinates and vice versa.
- Understanding of substitution, integration by parts, trigonometric substitution and other techniques of integration.
- Applied formulas to identify if improper integrals converge or diverge.

Economic Growth and Development

- Understanding of economics growth theories as they relate to population trends, agrarian reforms, capital formation, and respective roles of private and public enterprise.
- Applied knowledge from outside resources to coursework.
- Performed literature review on research topic and prepared presentation of findings.

WORK EXPERIENCE

Rams Den, University of Rhode Island, Kingston, RI

Spring 2015- present

Cashier

- Use strong customer service and interpersonal skills
- Process cash, credit/debit card, and university points payment system.

COMPUTER SKILLS

Proficient in the use of Microsoft Word, Microsoft PowerPoint, Mathematica, WileyPLUS and Google Drive.
Basic knowledge of Microsoft EXCEL and Google Sites.

LANGUAGE SKILLS

Basic understanding of written and oral Spanish.