

NAME

name@utah.edu
(801) 581-6186

<http://www.linkedin.com/in/name>

201 East 1460 South
Salt Lake City, UT 84112

EDUCATION:

University of Utah

Bachelor of Science in Biology

- Minor in Environmental Studies
- GPA: 3.6

Salt Lake City, Utah
May 20XX

EXPERIENCE:

Logan City Environmental Department

Environmental Specialist I: Analysis and Monitoring Division

- Input and analyze data concerning proposed economic development and make recommendations to prevent environmental problems.
- Model traffic patterns and maintain GIS database for city with population of 50,000 residents.
- Perform Area Source Modeling and prepare reports for community information.

Intern for the Field Services Division

- Performed data management related to environmental regulation and adherence from area businesses and industry and updated emissions inventory data.

Logan, UT
January 20XX – Present

June 20XX – August 20XX

University of Utah School of Medicine

Intern, Department of Neurobiology and Anatomy

- Developed existing protocols to aid in research on neurulation and apoptosis, and organized data.
- Purified DNA samples and analyzed sequence data.

Salt Lake City, UT
September 20XX – May 20XX

Walgreens Pharmacy

Service Assistant

- Promoted to lead position, third in command behind Store Manager and Assistant Manager.
- Managed three people each shift; trained seven new employees.
- Performed tasks related to daily operations including financial reporting and store opening/closing.

Sales Associate

- Provided friendly customer service to over 100 customers on a daily basis.
- Stocked and arranged merchandise according to corporate guidelines.
- Handled more than \$1,000 in daily cash transactions.

Salt Lake City, UT
January 20XX – August 20XX

June 20XX – January 20XX

LABORATORY AND COMPUTER SKILLS:

Biological Applications

- Experience with cloning and DNA sequencing
- Western blotting; SDS-PAGE; microinjection; spectrophotometry; PCR and IEX; TLC and Gel Filtration Chromatographics

Software/Hardware Applications

- Proficient with Excel, Word, PowerPoint, I-Steps, Adobe Photoshop, Dreamweaver
- Working knowledge of GIS, ArcView, Breeze (ISCST3)

ACTIVITIES:

Alternative Spring Break Program, Bennion Center, University of Utah

Site Leader

- Planned logistics for week-long service trip to Seattle, Washington with a focus on Hunger and Food Justice.
- Motivated group of 12 peers to engage in community service, volunteerism, and holistic wellness activities.

Participant

- Completed service projects in Rio Mesa, UT for Environmental Stewardship.

March 20XX

March 20XX

Benchmark Plaza Residence Hall, University of Utah Housing

Treasurer

- Oversaw \$7,000 in funds allocated to a residence hall of 300 students.
- Cooperated with eight resident advisers to organize 10 social functions.

August 20XX – May 20XX

Name

201 S 1460 E, Apt 350 Salt Lake City, UT 84112

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EDUCATION

Bachelor of Science, Chemistry

May 20XX

University of Utah

GPA: 3.58/4.0; Leon Watters Scholarship Recipient, Fall 20XX

EXPERIENCE

Undergraduate Research Assistant

August 20XX-Present

University of Utah Chemistry Department

Salt Lake City, UT

- Prepared polyacrylamide slab gels to compare cellular proteins from bacterial isolates
- Maintained cleanliness of lab and instruments, following strict university safety procedures
- Collaborated with research team to prepare poster presentation, which was selected for 20XX Undergraduate Research Symposium

Lab Technician

May 20XX-August 20XX

ARUP Labs

Salt Lake City, UT

- Devise procedure for making TiO₂ nanotubes of designated lengths
- Obtain results and revise procedures based on designated parameters
- Perform hydrothermal method and analyze nanotubes

Guest Services Coordinator

October 20XX-February 20XX

Vail Resorts, Inc.,

Salt Lake City, UT

- Trained hospitality staff of 5-10 workers how to ensure all guests had correct transportation, ski equipment, valid passes, and vital information provided to them prior to being dropped off to ski.
- Solved customer problems related to tickets, lost children, directions and billing disputes when dissatisfied customers “asked to speak to a manager”.

SKILLS

Instrumentation and Technology

Spectroscopic Technology—NMR, UV-Vis, HPLC, GC/MS, IR, Brillouin, XRPD, DSC

Molecular modeling programs including ChemSketch

Laboratory Procedures and Techniques

Multistep Reactions, Workup, Analysis, Acid Hydrolysis

Titrations, distillations, crystallizations, recrystallizations, polymerizations, and chromatography

Basic and advanced wet-bench techniques

Preparation of stock solutions and reagents

Joe Smith

113 Covalent Way
West Valley City, UT

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jdsmith81@utah.edu

Analytical Chemist specialized in synthesis, purification and characterization of fragments of large natural product molecules:

- Expertise in Physical Organic Chemistry, and Organic Synthesis
- Experienced in Molecular Modeling Condensation Reflux Spectroscopy
- Excellent customer support; skilled in promoting and managing teamwork

EDUCATION

MS Chemistry May 2012

University of Utah, Salt Lake City, UT GPA 3.9

Graduate research: Anti-selective aldol reactions and models of E-enolate formation, and how they apply to natural products synthesis

BS Chemistry December 2009

Michigan State University, East Lansing, MI GPA 3.4

LAB SKILLS & TECHNIQUES

| | | | |
|-------|---------|----|-----|
| TLC | HPLC | GC | MS |
| GC-MS | Spec 20 | IR | NMR |

EXPERIENCE

Analytical Chemist, SOS Temporary Services April 2011 – July 2012

- Analyzed blood products for Forensius Corp., Salt Lake City, UT
- Checked samples for white cell count and abnormal red cells

Research Assistant I, Chemistry, Utah State University August 2009 – April 2011

- Investigated botanical extracts for a third-party corporation.
- Made daily material orders and maintained solution stocks.
- Determined plant hydrocarbon content by gas chromatography.

Directed Individual Study, Chemistry, Michigan State University May 2009 – December 2010

- Synthesized phosphoamines using microwave technology as an eight-month project under the direction of Dr. Ingo Jones.
- Research included column purification of crude compounds, distillation of reactants, and NMR analysis of products.

Bartender/Server, Joe's Steak House January 2008-July 2009

- Promoted teamwork in a fast paced restaurant while exceeding sales for ten consecutive weeks.
- Maintained a large base of customers by being committed to excellent service.

VOLUNTEER/LEADERSHIP ACTIVITIES

Chairperson, Utah Student Chemical Society, University of Utah, June 2010-May 2012

Convened and led meetings of the student chapter of the Utah Chemical Society

Big Brother/Big Sister September 2009 – May 2011

Assisted a 12-year old boy with development of life skills.