

RESUMES SAMPLES

Various sample resumes to help you see ways to improve your resume.

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DISCLAIMER

This booklet is meant to serve as a starting point for students looking for examples of ways to format their resume. These samples are not meant to confine a student to one design or suggest that all majors have direct career paths. This collection of samples simply serves as a guide. While resumes are subjective, we have created and adapted these samples to nationwide best practices.



ARCHITECTURE STUDENT

123 President's Circle, Salt Lake City, UT | name@gmail.com | www.myportfolio.com | 000.123.4567

EDUCATION

Master of Architecture | *University of Utah* | Salt Lake City, UT (May 20xx)

Bachelor of Science in Architecture | *University of Utah* | Austin, TX (May 20xx)
Minor in Spanish

Public Interest Design Summer Studio | *University of Texas* | Austin, TX (Many 20xx-July20xx)

Three Cities Studio Study Abroad | *Syracuse University* | (May 20xx-Aug 20xx)
Italy, England, and the Netherlands

EXPERIENCE

Public Interest Design Fellow | *Tulane City Center* | New Orleans, LA (Jan-Oct 20xx)

- Developed the Hollygrove Greenline Master Plan with other design professionals & community stakeholders through schematic design and design development phases.
- Managed the schedule, budget, material orders, and staff and volunteer labor for installation of five rain gardens on the properties of five Hollygrove Neighborhood families, according to the designs of a landscape architect. The project was completed at budget and on schedule.
- Conducted a workshop for Hollygrove residents concerning low impact development education & implementation, including a demonstration of simple, at-home site surveying and soil percolation testing.

AmeriCorps Capacity Corps Member | *Rebuilding Together* | Alexandria, VA (Jan-Dec 20xx)
Community Engagement Coordinator

Program Coordinator (full-time staff) | *Rebuilding Together* | Alexandria, VA (Jan-Dec 20xx)

- Gained experience in skills-based volunteer management, grant writing and fund-raising, and home rehabilitation prioritizing on critical repairs and energy efficiency.
- Created a sustainable outreach system that categorized presentations, workshops, and communications conducted by staff members, thereby expanding the client base and community partnerships.
- Participated in collaborative meetings, educational seminars, and conferences focusing on housing issues and related services.

CAD/CNC Technician | *OEC Engineering Corp* | Chantilly, VA (Mar-Dec 20xx)

- Analyzed construction documents to prepare bids for a range of scopes and scales in architectural and engineering fabrication, from \$100 to multi-million dollar projects.
- Collaborated in design and detailing of custom fabrication projects, such as a stone "carpet", medical equipment, signage and logos, and furniture.
- Programmed code and configuration settings for water jet cutting an array of materials, including glass, metal, plastic, and stone.

Design Consultant | *Blinds to Go* | Springfield, VA (Sept-Mar 20xx)

- Guided customers in selecting the window covering that best represented their desired function, decor, and budget using product knowledge and quality comparison.
- Addressed customer service issues and performed repairs on blinds and shades.

MEMBERSHIP

USGBC Member (Dec 20xx-Present)
SEED Network Member (Mar 20xx-Present)
Richardson Memorial Hall Working Group (Fall 20xx)
Graduate Admissions Committee (Spr 20xx)

ACCRED

LEED BD+C Accredited (expected June 20xx)
SEED Accredited (Mar 20xx)
Lead Safe Renovation Accredited (Jan 20xx)

SKILLS

Design:

Project Management (on the job)
Schematic Design
Design Development
Cost Estimation/Budgeting
3D & Physical Modeling
Drafting & Sketching

Construction & Fabrication:

Project Management (on the job)
Cost Estimation/Budgeting
Labor & Resource Management (on the job)
CNC Fabrication (3D printer, laser cutter, water jet cutter, 3 point router)
Wood & Metal Working

Software:

Revit
AutoCAD
Rhino 5 and VRay
Adobe CS6
Sketchup8
ESRI ArchMap (GIS)



Urban Ecology Student

Salt Lake City, Utah | (555)555-5555 | urbanecologystudent@gmail.com

EDUCATION

B.S. Urban Ecology, Minor Strategic Communication University of Utah	Major GPA: 3.9 Dean's List 2014 – 2018	Cum. GPA: 3.7	December 2018 Salt Lake City, Utah
<u>Relevant Coursework</u>			
Ecological Planning Workshop GIS & Cartography (IP)	Urban Environmental Theory & Practice Research Methods in Urban Ecology		Landscape Architecture (IP) Ecology for Planners

RELEVANT SKILLS

Adobe InDesign Adobe Illustrator Adobe Photoshop Google Sketch Up Salesforce

RELEVANT PROJECT

Visioning Document Creation for Bryce City Canyon, Utah

- Collaborated with undergraduate students to create and deliver a visioning document for Bryce Canyon City, Utah.
- Established development and design guidelines for desirable growth outcomes to increase future project efficiency.
- Directed a survey administered to residents and visitors to analyze community's shared values to inform vision.

PROFESSIONAL EXPERIENCE

Undergraduate Researcher January 2018 – Present
University of Utah: Office of Undergraduate Research Salt Lake City, Utah

- Designed and developed a case study of Salt Lake County bicycle infrastructure utilizing census block data.
- Conducted multiple mode counts, coded built environment's characteristics, and administered a quantitative survey to selected neighborhood residents.

Community Relations Intern with University of Utah's Hinckley Institute of Politics January 2018 – Present
Salt Lake County Mayor's Office Salt Lake City, Utah

- Facilitated oversight of the county's boards and commissions to ensure the Mayor's Office was up-to-date.
- Augmented content for Youth Government program and organized a community events calendar for the Mayor's staff.

Sales Associate December 2015- Present
Gorsuch LTD. Park City, Utah

- Exceed daily sales goal by tailoring communication to individual needs and elucidating product benefits, maintaining company image.
- Trained seasonal employees annually to increase store efficiency during peak sale months to increase store profits.

LEADERSHIP EXPERIENCE

Student Representative, 2018 Utah Chapter of the American Planning Association December 2017 – Present

- Collaborated with APA UT's Executive Board to increase student membership and extend outreach on campus.

President, Student Collective of Allied Planners and Ecologists (SCAPE) August 2017 – December 2017

- Lead collaborative events with student groups, the UT Chapter of the APA, and the Center for the Living City.
- Organized student trip for students to attend 2018 APA National Conference in New Orleans, LA.

Co-Founder/Outreach Ambassador/Social Media Chair, Water Policy Advocacy Group May 2016 – August 2017

- Created the water policy advocacy group on University of Utah campus in partnership with Utah Rivers Council.
- Coordinated student lobbying workshop, educational film screening, and tabling events to create meaningful impact.



Transform Student

(555) 555-5555 | Salt Lake City | transformstudent1@domain.com

EDUCATION

Bachelor of Arts: Gender Studies

May 2020

Bachelor of Arts: Psychology

University of Utah – Salt Lake City, UT

GPA – 3.5

Relevant Coursework: Gender Theory & Community Organizin, Gender and Social Change, Teaching Queer Representation in the Media, Gender, Power and Freedom, Science of Subjective Well Being and Positive Psychology

WORK EXPERIENCE

Student Assistant, Center for Disability and Access – *University Utah*

January 20XX – Present

- Serve as the first point of contact for students entering the office to ensure they were being assisted in a timely and effective manner
- Schedule appointments for students with advisors in the office
- Connect students with resources across campus and the community

Curriculum Development Intern – *The Utah Pride Center*

August 20XX – May 20XX

- Created a space for students, parents, and educators to learn how to advocate for changes that will increase the safety of gender diverse students at school through programming and teaching
- Collaborated with the Utah Pride Center team to build and develop curriculum for students
- Co-facilitated and assessed trainings for the Center for high school students to create a more inclusive environment

K-12 Student Advocate Intern – *Women’s Resource Center*

September 20XX– September 20XX

- Supervised one to two Go Girlz sites serving 6th-12th-grade students
- Collaborated weekly with other facilitators to plan curriculum and provide updates to the program coordinator
- Budgeted accordingly to ensure that supplies are ordered, organized, and prepared to effectively supply and put on workshops

Team Member – *Jamba Juice*

June 20XX – September 20XX

- Provided customers with great and healthy products as requested in a timely and efficient manner
- Operated and managed the cash register and computer
- Work closely with fellow team members to ensure that customers are receiving the quality service and a great experience when they walk in to and leave the store
- Cross-trained to work various positions within the store allowing for flexibility and adaptability on a daily basis during a shift

LEADERSHIP & COMMUNITY INVOLVEMENT

First-Year Diversity Scholars Peer Mentor

August 20XX – Present

- Meet regularly with mentee and First-Year Scholar to check-in and connect with resources across campus
- Participate in the year-long service-learning experience with scholars
- Assist and collaborate with other mentors to create a welcoming and impactful space for students

**Dialoguing Across Differences Student Organization
Students for Big Brothers Big Sisters of Utah**

August 20XX – Present
August 20XX – May 20XX



Education Student

Salt Lake City, UT | 555-555-5555 | educationsample2@gmail.com

EDUCATION

Master of Education, Educational Leadership and Policy (Student Affairs)

University of Utah

May 2018
Salt Lake City, UT

Related Coursework

Contemporary Issues in Diversity in Higher Education
College Student Development Theory

Individual & Group Intervention in Higher Education
Introduction to Student Affairs Assessment

Bachelor of Arts, Astronomy

Pomona College

May 2016
Claremont, CA

RELATED EXPERIENCE

Graduate Assistant, International Student Services

University of Utah

September 2017- Present
Salt Lake City, UT

- Advise and provide guidance to F-1 international students including regulatory matters, visa appointments, personal issues, and social/academic concerns to identify and address individual concerns.
- Issue the form I-20 to newly admitted graduate students for 11 Graduate Admission Departments.
- Implemented a streamlined process to reduce the turnaround time for issuing I-20s by 50%.
- Streamlined the communication process between ISSS and incoming international students including updating the website with up-to-date information to improve the student-reply turn around.
- Produced data for the annual report for ISSS that included international student numbers and demographics to inform future department decision making.
- Led the effort of overhauling the information exchange process for the whole office and reduced email flow to the office by 40%.

Academic Advising Center Graduate Assistant

University of Utah

September 2016 – August 2017
Salt Lake City, UT

- Monitored and advocated adherence to program requirements to ensure timely graduate completion.
- Fostered partnerships with other student affairs programs to identify broader student challenges and explore solutions.
- Created and presented orientation webinars using creative digital media for new students and stakeholders.
- Improved retention by 10% via relationship building with students and alumni referrals.
- Engaged in program execution via completion of student enrollment and consistent student follow ups.
- Analyzed transfer credits versus program requirements to ensure timely graduation.
- Created and published comprehensive schedules for students to encourage continuous enrollment.

Financial Aid Advisor

University of Utah

May 2014 – August 2016
Salt Lake City, UT

- Trained students and staff on Federal and State regulations regarding degree programs and Financial Aid to provide consistent, accurate dissemination of information to students.
- Coordinated payment schedules for a roster of over 300 active students to ensure financial accuracy.
- Researched student accounts to ensure accuracy of ledgers and performed account adjustments as necessary.
- Maintained a financial database and analyzed data to guide day to day operations.
- Coached students on identified issues to determine proper means of resolution, monitored progress, and adjusted to students' changing needs.
- Led division in re-entering withdrawn students over a 3-month period, resulting in an additional \$3 million in revenue for the academic year.



EDUCATION STUDENT 2

Salt Lake City, UT | 555-555-5555 | educationsample@gmail.com

SUMMARY OF QUALIFICATIONS

- Multicultural competence from 2 years living and teaching in India, playing on ethnically diverse sports teams, knowledge of modern Southwest Asian and East African fiction writers in English
- Experienced judge of poetry and short stories in PTA writing contests
- 3 years coaching youth baseball, successful player at college level

EDUCATION

Bachelor of Arts, English Month Year
University of Utah GPA 3.7

Relevant Coursework

Technical writing Nonfiction Memoir Writing Adolescent Literature

Associates of Science Month Year
Salt Lake Community College

- Full-tuition athletic scholarship, voted by teammates MVP on nationally ranked NJCAA baseball team.

CERTIFICATION

Secondary English teaching license for the state of Utah Month Year
 ESL Endorsement for the state of Utah

- Passed 2 Praxis II tests: English Literature and Content Knowledge, ESL

RELEVANT EXPERIENCE

Student Teacher Month Year - Month Year
West High School, Salt Lake City School District

- Student taught 10th- and 12th-grade English to 4 classes of 40-45 ethnically diverse students at inner-city high.
- Planned and taught 3-week unit on Julius Caesar, integrating history and modern-day ethics in accordance with Common Core Standards.
- Facilitated 2-week unit on punctuation, grammar and sentence structure to 10th-grade non-native speakers of English, including refugees from Africa and Asia to increase their language speaking confidence.
- Collaborated with 5 teachers to implement Family-School Partnership to bridge the gap between students' families and teachers by coordinating a free community health-screening day.

Writing Tutor Month Year - Month Year
University of Utah Writing Center

- Tutored first-year college students in English composition and grammar to deepen their understanding of the English language.
- Taught students methods for self-editing to empower students.

Volunteer Classroom Assistant, English, History, Social Studies Month Year - Month Year
Granite School District

- Fostered a safe environment where students were encouraged to ask questions and apply critical thinking skills which increased student participation and understanding.

ACTIVITIES

University of Georgia Month Year – Month Year
NCAA Division 1 Baseball Team

- Problem solved with teammates daily to increase team unity and improve efficiency on the field.



ELECTRICAL ENGINEERING STUDENT

Salt Lake City, Utah | (555)555-5555 | electricalengineeringstudent1@domain.com

EDUCATION

Honors B.S. Electrical Engineering **GPA: 3.8**
 Minor, Political Science | *University of Utah* May 2021
Salt Lake City, UT

SKILLS & RELEVANT COURSEWORK

C++ MATLAB	Arduino Circuit Design Theory	Verilog Digital System Design	OrCAD PSpice Transmission
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TECHNICAL PROJECTS

FPGA Music Generation April 2018

- Programmed FPGA where first mode plays notes when buttons are pushed, second mode plays a preprogrammed song
- Developed a two-stage finite state machine using minimal steps to increase the efficiency of the design

BJT Transistor Amplifier March 2018

- Designed an amplifier circuit to connect to a microphone and speaker, which amplified voice inputs with gain of 110 using a common emitter stage followed by a common collector stage, replacing store bought components with the team's own

RELEVANT EXPERIENCE

Vice President of Outreach | Society of Women Engineers June 2018 – Present

- Create powerful and memorable experiences to inspire young students to attend college and pursue engineering or science
- Plan 5 major events for the year complete with dates, schedules, and activities with expectations for 30 -60 participants each
- Lead a committee of 5 – 7 college students who volunteer to take on tasks to prepare our events and plan details for our activities
- Maintain the committee's budget of \$2,600 for all events by organizing committee needs, event fees, and material costs

Research Assistant | College of Engineering January 2017 – May 2017

- Self-taught MATLAB over the span of 2 months to be an effective member of the research team
- Developed code to simulate spiking neural networks to test theories made by other members of the team
- Presented work at a poster exhibition to effectively communicate our work to other professors and university students

Social Media Director | Society of Women Engineers June 2017 – June 2018

- Promoted from Electrical Engineering Representative due to high quality work, participation, and commitment
- Inform students about upcoming SWE events and share insightful videos and articles about engineering through Instagram, Facebook, and the website to encourage student participation in our club, reaching over 200 followers

COMMUNITY ENGAGEMENT

Alternative Weekend Break Site Leader | *Bennion Center* August 2018 - Present

- Work within the Bennion Center planning an affordable, accessible Alternative Break to allow students to engage with a local community about environmental and social justice issues
- Communicate with the Rio Mesa Center in Southern Utah to prepare the site and plan volunteering activities

ACCESS Co-Head Mentor | *College of Science* June 2017 – August 2018

- Collaborated with the College of Science with budget spending, reservations, and event planning to create memorable events for that year's ACCESS Scholarship Class
- Established a mentoring program where volunteers were paired with scholarship recipients to provide support



Biomedical Engineering Student

Biomedstudent1@domain.com | (555) 55-5555

EDUCATION

B.S. Biomedical Engineering Minors: Chemistry, Psychology University of Utah <u>Relevant Coursework:</u>	GPA: 3.66 Dean's List 2016-2018	May 2020 Salt Lake City, UT
ComputationalMethods	BioSignals/Imaging Analysis	BioSystems Analysis

TECHNICAL SKILLS

Programming Languages: MATLAB Technical Skills: Adobe Illustrator Primer Design	R/RStudio SolidWorks Microinjections	BASH Gateway Cloning ImageJ Analysis	LabView Cell Culture Techniques FlexiVent Experiments
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EXPERIENCE

- Summer Undergraduate Research Fellow, Wang Lab, Mayo Clinic** May 2018-Present
- Performing gene set enrichment analysis in order to summarize top genes studied in Alzheimer's disease research and better visualize the pathways drugs can target in the future.
 - Created a co-expression network of differentially expressed genes from 4 different AD studies in order to identify causal disease variants and better model disease progression.
 - Programmed a data unpacking and transforming package that mined AD databanks for RNA-seq and methylation data in order to be analyzed through the lab's novel c-QTL software pipeline.
 - Designed a lab recruitment poster presented at Mayo Clinic's Graduate & Medical School Open House.

- Connect2Health Mentor, Pediatric Specialty and Mother Baby Units, University of Utah Healthcare** Sep 2017-Present
- Serve as liaison between under-served patients in need and their social worker to connect them with local community resources, and assist in enrolling them in federal assist programs like SNAP and Medicaid.
 - Assist with social wellness checks for pregnant women in the SUPeRAD clinic suffering from substance abuse with the goal of fostering self-sufficiency with dignity among our patients.

- Student Researcher, Rosenblatt Lab, University of Utah, Huntsman Cancer Institute** Dec 2016-Mar 2019
- Investigating the role of extrusion in the inflammatory response pathway to better treat patients with Asthma.
 - Created an automated cell counting MATLAB program that recognizes and marks extrusions in cell monolayers that significantly expedites the image quantification process for lab members.
 - Identified the occurrence of excessive extrusions in asthmatic mice bronchioles during bronchoconstriction and presented this finding at a total of 4 university and national poster conferences.

LEADERSHIP & COMMUNITY INVOLVEMENT

- Council on Student Advancement, Office of Undergraduate Studies, University of Utah** Mar 2018-Present
- Serve as the student representative for Undergraduate Studies as part of this inaugural club and presently coding a survey application to connect underrepresented and first year students to campus organizations.
 - Created a mentorship program with the First Star Academies for youth in foster care to inspire them to pave their own higher educational pathways in STEM.

- Biomedical Engineering Society, Chair of Research & Mentoring Committee, University of Utah** April 2017-Present
- Represent department at conferences; coordinate employer panels and volunteering events for bioengineering students.

- International Ambassador, International Student & Scholar Services, University of Utah** Aug 2016-Present
- Plan new international student orientations and assist 500+ students with submitting enrollment paperwork yearly.

SELECTED AWARDS AND PRESENTATIONS

- Travel Scholarship Recipient and top student presenter, **SACNAS Conference**; San Antonio, TX Oct 2018
- 1st Place Team, **2018 Daniels Fund National Ethics Competition**; Denver, CO Apr 2018
- Campus Involvement Scholar**, University Alumni Association Mar 2018
- Research on Capitol Hill Presenter**: "Excessive Extrusions Damages Airway Epithelia" Jan 2018
- Joseph H. Merrill Engineering Scholar**, College of Engineering Mar 2017



MINING ENGINEERING STUDENT

Salt Lake City, UT | (555)-555-5555 | miningstudent1@utah.edu

EDUCATION

Bachelor of Science, Mining Engineering

University of Utah

- Dean's List: 2014-2015

May 2021
Salt Lake City, UT
3.8 GPA

SKILLS AND QUALIFICATIONS

Computer Programs:

- AutoCAD
- SolidWorks
- Microsoft Office
- Matlab
- ArcGIS
- GIS

Qualifications

- Fundamentals of Engineering Exam

Technical Projects

Formula SAE

- Created a carbon fiber composite monocoque and developed mounting techniques for various car components to interface with the monocoque.
- Designed and manufactured the steering system based on the 2013/2014 Formula SAE monocoque.
- Participating in collegiate design competition in Michigan in 2015.

Mission Impossible Mechatronics Design Competition

- Designed remote controlled robot to navigate a course and pick a variable height optical lock as a member of a 4 person team.
- In charge of wireless communication and programming of remote control and robot (C++).

PROFESSIONAL EXPERIENCE

Engineering Intern - Ground Mechanical Team

Northrop Grumman

May 20XX – Present
Hill AFB, UT

- Analyzed testing structures using FEA features in SolidWorks Simulation and proposed design changes to strengthen components.
- Created extensive CAD parts and assemblies in SolidWorks from Air Force drawings.

Engineering Intern - Controls Team

Williams International

May 20XX – August 20XX
Walled Lake, MI

- Wrote flight code, over 50 functions in C++, for cruise missile control from program requirements.
- Developed engine performance model test wrapper in C++ by incorporating over 20 functions in both C++ and FORTRAN source code.
- Designed fuel control test in Pro/E, an assembly of approximately 10 created parts, including models, assemblies, and drawings with manufacturing tolerances.
- Conducted thermal testing of ECU components and presented performance results in Microsoft Excel.

AWARDS/HONORS

- Josephine Beam Scholarship
 - Denver Rotary Century Scholarship
 - Buick Achievers Scholarship
 - Clyde Christensen Scholarship
- May 20XX
April 20XX
March 20XX
February 20XX



GRAPHIC DESIGN STUDENT

Salt Lake City, UT | (801) 555-5555 | graphicdesign@email.com | myportfolio.com

EDUCATION

Bachelor of Science, Multidisciplinary Design
University of Utah

May 2021
Salt Lake City, UT

SKILLS

Adobe
Photoshop

Adobe InDesign
Microsoft Excel

Adobe Illustrator
Microsoft Word

PROJECTS

Furniture Catalog Typography
University of Utah

Oct 2019-Present
Salt Lake City, UT

- Develop a new system to help organize content in order to create up-to-date brochure for company.
- Utilize InDesign style guide, paragraph styles and character style to redesign 20-page catalog to improve client engagement and increase sales.

Materials Book

Digital Studio, University of Utah

Dec 2018
Salt Lake City, UT

- Explored advanced design methodology and processes and completed a group project to make a materials book for library material collection.
- Used Adobe programs to develop technical understanding for professional production of contemporary typography and graphic design.
- Developed and designed 5 informational videos to promote new marketing initiative on deadline.

EXPERIENCES

Graphic Design Intern

Housing & Residential Education, University of Utah

May 2018-Present
Salt Lake City, UT

- Develop communication skills through delivering important information to residents through the development of web updates, social media content, and engaging flyers and posters.
- Generate and execute design strategy for monthly marketing updates on HRE website.

Peer Mentor

Design Foundations, CA+P

Aug 2018-Present
Salt Lake City, UT

- Lead weekly meetings with peer mentors and supervisors to increase communication across the team.
- Tutor students in the design foundations course by providing guidance on curriculum and assignments.

Barista

Hugo Coffee

May 2017-Aug 2017
Park City, UT

- Designed and hand-lettered menus using typographic knowledge to revitalize coffee shop brand.
- Managed set-up of baked goods and coffee beans displays in order to create organized, clean environment.
- Collaborated with a team of 5 to deliver strong customer service and take inventory of goods.

Assistant Coach

Park City Soccer Club

Mar 2017-Jun 2017
Park City, UT

- Coached 15 young soccer players by organizing practices and teaching them basic safety on the field.
- Communicated with parents on a weekly basis to address their concerns and resolve them in a timely manner.



ART STUDENT

Salt Lake City, UT | 801-888-8888 | artstudent@gmail.com | www.linkedin.com/in/artstudent

EDUCATION

Bachelor of Fine Arts, Graphic Design May 2021
University of Utah Salt Lake City, UT
 Minor in Art History

ReProgram (Study Abroad) June 2019
 The Netherlands

- Explored Dutch Design by attending class and completing two projects with esteemed Dutch designers, Bob van Dijk and Rob van den Nieuwenhuizen
- Visited 18 design studios around the Netherlands, and Belgium
- Designed an exhibition to display works from the 11 students in the program

Associate of Sciences December 2014
Utah Valley University Orem, UT

SOFTWARE SKILLS

Adobe Photoshop	Adobe Illustrator
Adobe Premiere Pro	BasicSQL
Adobe InDesign	Quickbooks

EXHIBITIONS

“Untitled Portrait Series” June 2019
Gallerie West The Hague, Netherlands

- Poster series exploring people and the songs that describe their life – their ‘theme song’
- Created ‘portraits’ of the person using soundwaves

“The Jordan River Needs Our Help” May 2019-October 2019
 The Hogle Zoo Salt Lake City, UT

- Digital signage, table tents, poster
- Created to raise awareness regarding the plastic pollution problem in the Jordan River
- Selected by the zoo conservation board to be featured

WORK EXPERIENCE

Student Director – Career Ambassadors April 2019-Present
Career & Professional Development Center, University of Utah Salt Lake City, UT

- Design new Career Ambassador logo to be used on all clothing and various Career Ambassador programming.
- Design binders containing all information for Career Ambassadors to reference.
- Manage team of 11 Career Ambassadors, including creating a work schedule to accommodate school schedules.
- Prepare all training materials for the initial training week to better prepare Career Ambassadors to succeed their role.

Content Collections Analyst & Historical Insights Specialist April 2013 – August 2017
Ancestry.com Lehi, UT

- Served on an elite team handling the historical insights special project – applied audience targeting to promote 'episodes' exploring historical events for customers to explore their family history.
- Conducted weekly meetings with domestic and international teams to check in on project progress.
- Analyzed historical documents in preparation for archival costing and developed reports using Ancestry's in-house software and basic SQL queries



GAMING STUDENT

555-555-5555 | gamestudent1@email.com

coolkid.com | [linkedin.com/in/coolkid](https://www.linkedin.com/in/coolkid)

EDUCATION

Masters in Entertainment Arts & Engineering - Game Engineering

University of Utah

May 2021

Bachelor of Engineering, Computer Engineering

K.J. Somaiya College of Engineering

June 2015
Mumbai, India

SKILLS

Programming Languages - C++, C#, Blueprints

Software Experience - Unreal Engine 4, Unity, Maya, MotionBuilder

Soft Skills - Iteration, Collaboration, Problem Solving, Organization

Computer Science - 3D Math, Data Structures, Memory & Cache, Code Optimization & Design

Software Architecture - UML, Dia

GAME PROJECTS

Combat Animation System Project - *Gameplay Animation Programmer - C++, UE4* - [Portfolio Page](#) Current Project

- Developed a gameplay and animation system for chain attacks/combos based on input timing and animation events, which is robust enough to allow adding any number of combat moves by designers and chaining between them.
- Improved responsiveness by accepting next attack input before an attack finishes and later executing the 'Pending Attack'.
- Operated and worked with motion capture for a movement animation system based on Ubisoft's Motion Matching.

Hard Light Vector - *Gameplay Programmer - C++, Blueprints, UE4* - [Portfolio Page](#), [Project website](#) Current Project

- Implemented a system to provide action-style feedback by controlling flair elements based on player actions & state.
- Worked on an interaction system to talk to, indicate and handle interacting with interactable elements near the player.
- Implemented the player character's 'Thrusters' that give a small upward boost when you are in-air.
- Contributed to player-side design to create a unique character and resonating abilities that make you feel fast and fierce.

Memory Manager - *Engine Core Programmer - C++* - [Portfolio Page](#) Oct 2017-Dec 2018

- Conceptualized a memory manager in C++, with Fixed Size & Dynamic Size Allocators, that passes a robust unit test.
- Administered Fixed Size Allocators for certain allocation sizes that use arrays of bits to track their memory blocks.
- Optimized bit operations with Compiler Intrinsic instructions to speed up looking through the bit-arrays.
- Originated a Dynamic Size Heap Allocator to allocate memory of requested size from the reserved heap of memory.

2D Collision System - *Gameplay Tech Programmer - C++* - [Portfolio Page](#) Feb 2018-May 2018

- Designed the Collision & gameplay supporting systems for a 2D Game Engine and implemented Pong using it.
- Implemented the Swept Separating Axis Test for collision checks, and two types of responses to them - block & overlap.
- Modeled collision system by updating coordinate transformation matrices only for moveable objects, checking collision of only the ball with other objects & responding to only the earliest collision, capitalizing on the game world being sparse.
- Established libraries of 4x4 Matrix & Vector4 operations for transformations used primarily by collision system.

Warlocks - *Gameplay Programmer - C#, Unity* - [Portfolio Page](#) Aug 2018 to Dec 2018

- Initiated an input system that can switch between input types - selection & movement, spell-casting & targeting types.
- Formulated robust Unit Statistics, Damage and Status Effects systems and pipelines.
- Implemented a well-rounded spell system with ability interactions, spell-cast types, spell levels, cast times, and cooldowns.
- Integrated Object Pools to instantiate spells/abilities before game start to eliminate overhead of on-demand creation



Health Promotion and Education Student

Salt Lake City, UT | (555)555-5555 | healtheducationstudent1@gmail.com

EDUCATION

Bachelor of Science: Health Promotion and Education
University of Utah

May 2021
Salt Lake City, UT

Certified Health Education Specialist (CHES)

April 2020

HEALTH EDUCATION EXPERIENCE

Suicide Prevention Program Planner, Senior Capstone Project
American Indian Resource Center

May 2019 – May 2020
Salt Lake City, UT

- Created partnerships with community organizations and stakeholders in order to support target population.
- Conducted needs assessment to determine priority health concerns of target population.
- Planned, implemented and evaluated a suicide prevention program for mentors of Native American youth.
- Administered participant pre and post-tests and took data during each program session to develop program findings.

Corporate Wellness Intern
GBS Benefits

April 2018 – May 2019
Salt Lake City, UT

- Supported the wellness team by contributing to the preparation of client strategy meetings and creation of monthly wellness programs.
- Attended health fairs and promoted GBS wellness materials to attendees to inform the general public.
- Developed new wellness programs and employee learning opportunities, such as employee wellness challenges to address a broader range of needs.
- Managed information presented on GBS wellness portal to administer weekly updates to clients.
- Updated wellness materials to support current trends, studies and best business practices.

ADDITIONAL EXPERIENCE

Registered Behavior Technician
Affinity Autism Services

April 2017 – April 2018
Salt Lake City, UT

- Implement Applied Behavior Analysis (ABA) interventions to children with autism to help them achieve social, personal, communicative, and academic goals.
- Analyze and record data during each therapy sessions to help ensure client goals and objectives are met.
- Communicate collaboratively with clients, their families, and other team members to implement a whole and effective treatment plan.

Customer Service Associate/Head Cashier
Office Depot

May 2016 – April 2017
Bountiful, UT

- Trained on-boarding employees about office best practices to increase efficiency and improve the overall customer experience.
- Tailored each customer interaction by identifying specific needs to recommend the best products.



Kinesiology Student

Salt Lake City, UT | (555)555-5555 | kinesiologystudent1@gmail.com

EDUCATION

Bachelor of Science: Exercise Sport Science

University of Utah

- Emphasis: Fitness and Wellness Specialist

Month Year
Salt Lake City, UT

CERTIFICATIONS

CrossFit Level 1 Trainer

Month Year

CrossFit Level 2 Trainer

Month Year

Moguls Level 100

Month Year

Adult First Aid/CPR/AED

Month Year

EXPERIENCE

Group Fitness Instructor, Personal Trainer

University of Utah PEAK Health & Fitness

Salt Lake City, UT
Month Year – Present

- Instruct group fitness classes and run personal training sessions meant to improve overall fitness
- Design workouts to increase aerobic fitness, muscular strength, muscular endurance, flexibility, and balance
- Administer sub-maximal aerobic, muscular endurance, flexibility, and body composition testing

Freestyle Mogul Skiing Coach

Team Park City United

Park City, UT
Month Year – Present

- Coach athletes interested in mogul skiing anywhere from beginner to advanced levels, all ages
- Design training regimens, skills & drills, and workout routines responsible for athlete development
- Train to build, construct, and maintain full mogul courses and jump sites used for athlete training

CrossFit Trainer

CrossFit Park City

Park City, UT
Month Year – Month Year

- Lead and teach the foundational movements to group CrossFit classes or individuals in one-on-one sessions
- Mentor kids/teens in athletic development classes specifically designed for sports in grade school levels
- Organize workout related/social events and activities geared toward bringing the community together

ATHLETIC ACHIEVEMENTS

Freestyle Mogul Skiing Competitor

Month Year – Month Year

North American Ski Tour Professional Circuit

Month Year – Month Year

North American Ski Tour Stop #1 First Place Finish

Month Year – Month Year



Parks, Rec, and Tourism Student

Salt Lake City, UT | 555-555-5555 | studentemail@gmail.com

EDUCATION

Bachelor of Science – Parks, Recreation and Tourism

Month, Year

University of Utah

Salt Lake City, UT

- Adventure and Outdoor Programs emphasis
- **Related Coursework:** Recreation Site Facilities, Leadership Organization, Team-building

Pacific Challenge Adventure Study Abroad Student

Month, Year

Winona State University

- Traveled extensively in New Zealand, Australia and Fiji; became familiar with local outdoor attractions and native traditions.
- Attended courses in local history, geography and customs to better enhance cultural awareness.
- Taught “Leave No Trace” camping to group of 10 class mates on overnight expedition to apply skills learned at the University of Utah in unfamiliar settings.

PROFESSIONAL EXPERIENCE

Outdoor Education Intern

Month, Year

Island View Residential Treatment Center

- Document and evaluate at-risk boy’s age’s 12-18 outdoor recreational behavior and implement strategies to modify group dynamics and ease tension as it occurs.
- Plan, organize, and conduct recreation programming including: outdoor education, overnight camping trips, physical education, leisure education and community service activities
- Complete and follow risk management plans for all outdoor activities to ensure safety of all participants.

Guest Services Coordinator

Month, Year

Vail Resorts, Inc.

- 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”.
- Organized the set-up and dismantling of the lift line maze following all safety protocol.

Customer Solutions Specialist, “Gearhead”

Month, Year

Backcountry.com

- Sell backcountry skis, and related equipment suited specifically to customers’ to ensure proper fitting and better enjoyment of activity.
- Advise customers on gear questions, weather condition modifications (if necessary) and resolve online order disputes through research and working with the customer.

CERTIFICATIONS & AFFILIATIONS

- Wilderness First Responder Certification Month, Year
- CPR Heartsaver /AED Certification Month, Year
- Association for Experiential Education Month, Year



International Studies Student

Salt Lake City, Utah | 555-555-5555 | internationalstudies@gmail.com

EDUCATION

BA International Studies, Foreign Relations and Security Emphasis May 2018
BA Political Science, International Politics Emphasis
University of Utah Salt Lake City, UT

- GPA:3.52
- International Relations Certificate

Relevant Coursework

International Relations in the Middle East	Intercultural Communication
Terrorism and Security	Theory of International Relations
European Union	Politics in China

Intensive Chinese Language Program, Learning Abroad June 2016 – July 2016
Nankai University Tianjin, China

- Gained strong sense of independence and global perspective while immersed in a language intensive international experience

LANGUAGES

Norwegian (native)	Swedish (fluent)	Chinese (basic)
Danish (fluent)	German (basic)	

PROFESSIONAL EXPERIENCE

International Admissions Assistant, Admissions Ambassador December 2016 – Present
University of Utah Office of Admissions Salt Lake City, Utah

- Conduct 1-2 campus tours per week for prospective students and families to educate them about the university, increasing the number of applicants to the university.
- Organized and executed a calling campaign targeting 120 international students, resulting in an increase in evaluated applications.

Home Care Nurse May 2015 – Present
Øystre Slidre Municipality Heggenes, Oppland, Norway

- Maintain accurate and detailed records of patients' conditions, progress, and problems, reporting and discussing them with case managers to improve patient care.
- Provide care and tend to the sick and disabled in their homes, distributing medication and communicating with patients' families to provide excellent personalized care.

STUDENT LEADERSHIP

Student Advocacy Board Member, ASUU August 2017 - Present

- Planned the University's "It's on Us" campaign on a team of 7 students, spreading awareness of sexual assault and bystander intervention across campus to enhance student safety and overall experience on campus.

Founder, Alpha Kappa Psi Professional Business Fraternity, January 2015 – May 2016

- Established new fraternity in collaboration with 12 students to help students enhance their professionalism.
- Organized 3 chapter events in a semester and developed professional business skills through weekly trainings.

District Committee Member, Oppland County, Norway January 2011 – December 2013

- Arranged and executed 6 county-wide seminars in three years for 120 8th-13th grade students, and facilitated 10-15 presentations and discussions to raise awareness of developing countries.



Asian Studies Student

Salt Lake City, UT • (555)-555-5555 • asianstudiesstudent@utah.edu

EDUCATION

Bachelor of Arts, Asian Studies

University of Utah - College of Humanities

May 20XX
Salt Lake City, UT

- Emphasis: Japanese Language & History
- Cultural awareness and sensitivity to the region of Japan, competency in the Japanese language with effective research and presentation skills.

TESOL/TESL/TEFL Certification (100 Hours)

Oxford Seminars

August 2017
Salt Lake City, UT

- Formulated innovative lesson plans and incorporating them to interactive teaching.
- Created ESL warm-up games and understand classroom management techniques.

Study Abroad: Language Immersion

Shitennoji University – International Buddhist University (IBU)

May-July 2016
Osaka, Japan

- Studied the Japanese language for six weeks, to improve skills related to speaking, reading, and writing at an intensive level.

RELEVANT EXPERIENCE

English Teacher

Helena English School

July – August 2017
Salt Lake City, UT

- Instructed English to three out of six Japanese exchange students to ensure that they improve their English speaking, writing, and listening skills.
- Vocabulary and grammar rules pertained within lessons were applied towards activities completed throughout Salt Lake City to improve students speaking and listening skills.

Student Volunteer

University of Utah English Language Institute

August 2016 – May 2017
Salt Lake City, UT

- Participated in a weekly conversation club with 10-15 students after classes concluded to help practice their English-speaking skills.
- Engaged in planned activities with students in order to have fun while developing their English skills.

ADDITIONAL EXPERIENCE

Career Ambassador

Career & Professional Development Center

August 2017 – May 2018
Salt Lake City, UT

- Guided students, alumni, and prospective students of all backgrounds to appropriate resources to begin their search in careers within industries they are pursuing.
- Promoted services to students, friends, and colleagues interested in career search, resume/cover-letter reviews, and interview tips.

International Student Ambassador

International & Student Scholar Services

April 2017 – May 2018
Salt Lake City, UT

- Supervised 22 newly admitted international students by providing them with peer support, guidance, resources, and advice while adjusting to the United States.
- Created an inclusive and welcoming environment for incoming international students to ensure a positive and memorable experience studying in the United States through individual interactions throughout the year.

HONORS & AWARDS

The National Society of Leadership and Success

Inducted: April 2016

College of Humanities Dean's List

Spring 2017 – Spring 2018

O.C Tanner Humanities House Resident/Scholarship Recipient

August 2016 – May 2018

ARUP Utah Promise Scholarship Recipient

August 2014 – August 2016

LANGUAGE SKILLS

Spanish (Independent User B2)

Japanese (Independent User B1)



Communication Student

Salt Lake City, UT | 555-555-5555 | Studentemail@gmail.com

EDUCATION

Bachelor of Science, Communication Studies

May, 2020

University of Utah, Salt Lake City, UT

GPA: 3.5

- Emphasis: Strategic Communication
- Minors: International Studies
- Awards: Deans List, 5 semesters

Relevant Coursework

Principles of Advertising
Visual Editing

Video Production
Global Citizenship

Media Effects
Social Media Journalism

EXPERIENCE

Marketing Assistant

Aug. 2017– Present

Marriot Library, University of Utah

Salt Lake City, UT

- Promote Library-housed events through social media platforms including Facebook, Instagram, Twitter and Snapchat to reach a broader student audience.
- Spearheaded student outreach through tabling and events to promote the office and its resources to targeted student populations.

Server

Aug. 2016 – Aug. 2017

Applebee's

Salt Lake City, UT

- Handled daily cash and debit/credit transactions of \$500+, displaying high levels of responsibility and building trust with colleagues.
- Addressed and resolved customer concerns in a timely manner while complying with company policies and procedures to ensure maximum customer satisfaction.

LEADERSHIP/VOLUNTEER EXPERIENCE

First Year Service Corps Member

Aug. 2016-April 2017

Bennion Center, University of Utah

Salt Lake City, UT

- Contributed to the creation process of 1200 kits for Utah Naloxone which will be distributed for free throughout the Salt Lake City area to prevent opioid overdose deaths.
- Sorted and distributed clothing donations for Road Home residents to provide a free means of clothing and protection to low-income families and individuals.
- Participated in the packaging process of over 342 boxes of food that were distributed to the elderly and low-income families in the Salt Lake City area.

SKILLS

Languages: Spanish (proficient)

Technical: Adobe: Illustrator Premiere InDesign Photoshop Lightroom



MINING ENGINEERING STUDENT

Salt Lake City, UT | (555)-555-5555 | miningstudent1@utah.edu

EDUCATION

Bachelor of Science, Mining Engineering

University of Utah

- Dean's List: 2014-2015

May 2021
Salt Lake City, UT
3.8 GPA

SKILLS AND QUALIFICATIONS

Computer Programs:

- AutoCAD
- SolidWorks
- Microsoft Office
- Matlab
- ArcGIS
- GIS

Qualifications

- Fundamentals of Engineering Exam

Technical Projects

Formula SAE

- Created a carbon fiber composite monocoque and developed mounting techniques for various car components to interface with the monocoque.
- Designed and manufactured the steering system based on the 2013/2014 Formula SAE monocoque.
- Participating in collegiate design competition in Michigan in 2015.

Mission Impossible Mechatronics Design Competition

- Designed remote controlled robot to navigate a course and pick a variable height optical lock as a member of a 4 person team.
- In charge of wireless communication and programming of remote control and robot (C++).

PROFESSIONAL EXPERIENCE

Engineering Intern - Ground Mechanical Team

Northrop Grumman

May 20XX – Present
Hill AFB, UT

- Analyzed testing structures using FEA features in SolidWorks Simulation and proposed design changes to strengthen components.
- Created extensive CAD parts and assemblies in SolidWorks from Air Force drawings.

Engineering Intern - Controls Team

Williams International

May 20XX – August 20XX
Walled Lake, MI

- Wrote flight code, over 50 functions in C++, for cruise missile control from program requirements.
- Developed engine performance model test wrapper in C++ by incorporating over 20 functions in both C++ and FORTRAN source code.
- Designed fuel control test in Pro/E, an assembly of approximately 10 created parts, including models, assemblies, and drawings with manufacturing tolerances.
- Conducted thermal testing of ECU components and presented performance results in Microsoft Excel.

AWARDS/HONORS

- Josephine Beam Scholarship
 - Denver Rotary Century Scholarship
 - Buick Achievers Scholarship
 - Clyde Christensen Scholarship
- May 20XX
April 20XX
March 20XX
February 20XX



Environmental Geoscience Student

Salt Lake City, UT | 555-555-5555 | environmentgeostudent1@gmail.com

EDUCATION

<p>Bachelor of Science, Environmental Geoscience <i>College of Mines and Earth Sciences, University of Utah</i> Minor: Atmospheric Science</p> <ul style="list-style-type: none"> • President: Women In Mining Student Club, • Dean's List 2014, 2015, and 2016 	<p>May 20XX Salt Lake City, UT GPA: 3.7</p>
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RELEVANT EXPERIENCE

<p>Lab Technician <i>Dr. Copper Mines, Geology & Geophysics, University of Utah</i></p> <ul style="list-style-type: none"> • Gathered and preserved water and sediment samples in the Great Salt Lake (GSL) to observe and study the reestablishment of anoxic deep brine layer (DBL). • Utilized the USGS to determine low dissolved oxygen, high salinity, and high sulfides in sites close to the formation of DBL in the south arm of the GSL. • Analyzed methyl mercury, trace metals, oxygen content, particles, dissolved solids, and alkalinity to be used in journal on nationwide geology research study. 	<p>June 20XX to Present Salt Lake City, UT</p>
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<p>Field Researcher <i>Geology, Summer Field Camp, University of Utah</i></p> <ul style="list-style-type: none"> • Mapped and measured bedding contacts and fault structures along the Wasatch Front in Salt Lake City using a Brunton Compass and USGS Quadrangles. • Honed mapping skills by managing a team of 3 researchers in mapping 6 square miles of the Parowan Gap during 10-day excursion. • Using field observations, constructed cross sections and stratigraphic columns, and wrote comprehensive reports on the interpretations of the geologic history and paleogeography of the Wasatch Front. 	<p>January-May 2017 Salt Lake/Parowan, UT</p>
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OTHER EXPERIENCE

<p>Office Assistant <i>Build New Homes Inc.</i></p> <ul style="list-style-type: none"> • Developed efficient new filing system for displaced files which lead to quicker client intakes and response rate. • Collaborated with a team of 5 staff to carefully deconstruct an early nineteenth century home, dismantled old faulty electrical and plumbing components to bring house up to modern building code. 	<p>Summers 20XX-20XX Salem, OR</p>
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<p>Member Services Intern <i>Salem Lane Country Club</i></p> <ul style="list-style-type: none"> • Maintained and updated club members information into database management software. • Audited supplies and entered information into database in order to keep track of sales for the Club. 	<p>May 20XX Salem, OR</p>
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SPECIAL SKILLS

- Proficient in CVAFS and other lab equipment such as pipettes and glove boxes
- Experience using ICP-MS, and a Brunton compass
- Proficient in Microsoft Word and Excel



Nursing Student

Salt Lake City, UT | 555-5555 | nursingstudent@utah.edu
 www.linkedin.com/in/nursingstamp

EDUCATION

Bachelors of Science in Nursing

University of Utah

May 20xx

- Concentration in Midwifery

Advanced Spanish Coursework

Universidad de Oviedo

Oviedo, Spain
 Summer 20xx

CAPSTONE EXPERIENCE

Primary Children's Hospital

Pediatric Intensive Care Unit (225 hours)

Month year to Present

Salt Lake City, UT

- Participated in full patient care under the supervision of nurse preceptor for a wide variety of critically ill and surgical patients
- Document patient assessment findings for physical and psychological responses to nursing interventions and progress toward problem resolution to evaluate effectiveness of interventions
- Performed hands on treatments as ordered by physicians to reach optimal outcomes in a level 1 trauma unit
- Planned and piloted an initiative to institute a pediatric nurse telephone triage using protocols and best practices to train unit staff for implementation

CLINICAL EXPERIENCE

Pioneer Valley Hospital

Maternity (75 hours)

March 20xx to December 20xx

West Valley City, UT

- Performed post-partum assessments and care, continually checking involution of the fundus, episiotomy or incision healing, and ensuring appropriate amount of Lochia on #-bed unit
- Conducted thorough newborn assessments regularly throughout shift to ensure appropriate intake and output, weight loss, temperature regulation, oxygen saturation levels, and bonding with mother and family
- Provided mothers with breathing exercises and pain management techniques to provide support, educated regarding breast feeding and care of infant

Huntsman Cancer Hospital

Oncology (75 hours)

February 20xx to January 20xx

Salt Lake City, UT

- Managed care and education of patients in varied oncology-specific settings including post-surgical, inpatient medical, radiation, infusion OR clinic and emergency care throughout 100-bed hospital
- Documented data related to patients care including assessment results, interventions, medications, patient responses, or treatment changes
- Collaborated with other healthcare professionals to plan, manage, and assess patient treatments in the oncology care unit

South Main Clinic- Salt Lake County Health Department

Community Health (75 hours)

October 20xx to October 20xx

Salt Lake City, UT

- Performed Complete Physical Exams of children entering foster care, kept immunizations up to date, addressed illnesses
- Administered a variety of pre-examination tests including skin tests, blood tests, and other tests used in determining communicable diseases; provided information and education to patients before and after tests as necessary
- Conducted interview in English and Spanish to obtain patients health and social history in order to formulate an individualized plan of care

University Hospital

Medical/Surgical (45 hours)

August 20xx to August 20xx

Salt Lake City, UT

- Managed care of patients with diagnoses across all medical specialties by implementing assessment, technical, critical thinking and prioritization skills to deliver excellent patient care at Level 1 trauma Center
- Provided dignity and respect in the end-of-life decision-making process and care
- Developed skills in IV placement, suctioning, assisting with ambulation, and wound care



HEALTHCARE EMPLOYMENT

Wasatch Artificial Kidney Center September 20xx to March 20xx
Certified Clinical Hemodialysis Technician (20 hours/week) Salt Lake City, UT

- Monitored and recorded important data such as critical signs and access flow during treatment in order to detect any complications at 35 bed facility, entered all information in electronic medical record system "MedRecWare."
- Explained operation of dialysis machine and procedures to patients before treatment in order to relieve anxiety
- Provided monthly patient education regarding nutrition, access safety, fluid control, and importance of staying active to promote wellbeing

VOLUNTEER EXPERIENCE

State of Utah September 20xx to March 20xx
Sexual Health Educator Salt Lake City, UT

- Organized city-wide health promotion campaigns with sensitivity to race, gender, sexual orientation, culture, religion, and individual capabilities.
- Facilitated and organized health related presentations to over 300 University of Utah students
- Collaborated with University of Utah to provide crisis intervention and student support groups.
- Provided support and resources to clients by using motivational interviewing during private consultations.
- Served as a student health conduct board member for students involved in University based incidents.
- Provided clinical assessments, long- and short-term treatment to clients including immigrants, refugees, and American-born clients

Guadalupe School Adult Education Month 20xx to Month 20xx
ESL Teaching Assistant (10 hours/ week) Salt Lake City, UT

- Maximized retention of 20 students toward the completion of their programs and provided students a proper educational environment
- Assisted students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts
- Engaged students in standard based review, provided academic support, assessments and interventions

Intermountain Medical Center- Newborn Intensive Care Unit Month 20xx to Month 20xx
Lead Patient Care Technician Murray, UT

- Hired, managed, trained and supervised 5 staff members
- Increased communication between technicians, and served as a liaison between technicians and inter-departmental staff
- Monitored newborns by feeding, bathing, dressing, and gathering vital signs
- Cared for premature and ill neonates and provided care and education to the family

CERTIFICATIONS

CPR-BLS, American Heart Association	Expires Month Year
OSHA/HIPAA, University of Utah	Acquired Month Year
Field of Certification Adult Spanish Level	Acquired Month Year
Will Sit for the NCLEX	Month Year

LANGUAGE SKILLS

Spanish Fluency, experienced in translation of medical terminology

PROFESSIONAL INVOLVEMENT

National Student Nurses Association, member of state conference planning committee	Month year-Present
College of Nursing Baccalaureate Admissions and Advancement Committee	Month Year- Month Year

HONORS AND AWARDS

Mario and Floriana Cepeda "Future of Nursing" Scholarship	Month Year-Month Year
University of Utah College of Nursing	



BIOLOGY STUDENT

Salt Lake City, UT | (555)555-5555 | Biologystudent1@domain.com

EDUCATION

Bachelor of Science, Biology

University of Utah

- Minor in Environmental Studies

May 20XX

Salt Lake City, UT

GPA: 3.6

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.

January 20XX – Present

Logan, UT

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.

Salt Lake City, UT

January 20XX – August 20XX

Sales Associate

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

June 20XX – January 20XX

LABORATORY & 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)

LEADERSHIP & SERVICE

Alternative Spring Break Program | Bennion Center

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.

Salt Lake City, UT

March 20XX

Benchmark Plaza Residence Hall | Housing and Residential Education

Treasurer

- Oversaw \$7,000 in funds allocated to a residence hall of 300 students to ensure transactions were accurate and up to date.
- Collaborated with eight resident advisers to organize 10 social functions to increase the sense of community for residents.



CHEMISTRY STUDENT

chemistrystudent1@domain.com | 555-555-5555 | Salt Lake City, UT | linkedIn.chemistrysample

EDUCATION

Bachelor of Science, Chemistry

University of Utah

- Leon Watters Scholarship Recipient, Fall 20XX

May 20XX

Salt Lake City, UT

3.58 GPA

PROFESSIONAL EXPERIENCE

Undergraduate Research Assistant

University of Utah Chemistry Department

- 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

August 20XX-Present

Salt Lake City, UT

Lab Technician

ARUP Labs

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

May 20XX-August 20XX

Salt Lake City, UT

Guest Services Coordinator

Vail Resorts, Inc.

- 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".

October 20XX-February 20XX

Salt Lake City, UT

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

LEADERSHIP

President

American Chemical Society Student Chapter

- Created semi-annual community event open to local elementary and middle school students to educate students about the STEM field.

September 20XX-Present



Psychology Student

Salt Lake City, UT | (555)555-5555 | psychologystudent1@domain.com

EDUCATION

Bachelor of Science in Psychology

University of Utah

Anticipated, May 2019

Salt Lake City, UT

- GPA 3.7
- Undergraduate Psychology Service and Internship Award (UPSI Award)

RELEVANT COURSES

Social Psychology
Cognitive Psychology

Intro to Abnormal Psychology

Health Psychology

Psychology of Gender

Social Psychology

Social Welfare Institution

Race Relations

Communications and Relationships

EXPERIENCE

Patient Advocate Intern

National Alliance of Mental Illness (NAMI)

August 2017-December 2017

Salt Lake City, UT

- Observed weekly socials to support and interact with 7-15 patients of the facility
- Administered food to the homeless patients in order to aid in hunger prevention and built trust
- Comforted patients by playing games, listening, and aiding them with resource location
- Maintained records of client interactions and behaviors to learn and discuss with supervisor at monthly meetings

Hostess

Chili's

July 2014-November 2014

Salt Lake City, UT

- Provided and seated 60-100 guests a night at their table to enjoy their time spent at the restaurant
- Provided customer service when answering incoming calls
- Composed and organized waiting lists which improved wait time and response to any questions for long waits or inquiry about position on the list
- Resolved customer complaints, elevating guest satisfaction
- Created a team environment, boosting employee morale, and increasing customer satisfaction scores

Front Desk Receptionist/Concierge

Hilton Garden Inn

January 2014-July 2014

Salt Lake City, UT

- Communicated with customers via phone to ensure all reservations and cancellations were accurate
- Guided and provided places guests could visit for food, entertainment, or arrange tickets
- Volunteered in weekly inventory counts for pantry for guest to have easier time accessing and purchasing inventory
- Streamlined organization of product database, improving operations and increasing efficiency in the pantry

COMMUNITY INVOLVEMENT

Assistees/National Assistance League

August 2011-May 2013

- Supported teen service group of 8 teens that met once a month to support philanthropic programs

University of Utah Diversity Club

August 2013-May 2014

- Collaborated on a team of 15 students to promote inclusivity and provided a safe place to empower, educate, and advocate the campus community
- Started campaigning events for LGBTQA+ community, religious communities, ethnic communities, etc.



Health, Society, and Policy Student

Salt Lake City, UT | (555)555-5555 | policystudent1@email.com

EDUCATION

Honors B.S. Health, Society, and Policy May 2020

Honors B.S. International Studies (Global Health Emphasis)

University of Utah

Salt Lake City, UT

- Cumulative GPA: 3.5
- Minors: Biomedical Engineering, Sociology
- Scholarships
Youthclinc Young Humanitarian Runner-up Scholarship, John C. Jackson Engineering Scholarship, Alumni Association Campus Involvement Scholarship, Helping Hands Bennion Center Scholarship

RELEVANT EXPERIENCE

Policy Innovation Fellow September 2018 – Present

Sorenson Impact Center – David Eccles School of Business

Salt Lake City, UT

- Evaluate research on social impact programs, focusing on poverty alleviation, homelessness, and health, in order to target national locations in which implementation of Pay for Success programs would be successful.
- Research current Pay for Success projects and legislation in order to evaluate which states would be eligible and solid contestants for SIPPRA (Social Impact Partnerships to Pay for Results Act) funding.
- Co-chair the Student Coalition for Social Impact by researching, developing agendas, and managing logistics in order to create an innovative atmosphere for top students from other university-based social impact centers.

Alternative Break Volunteer December 2017 – March 2018

Bennion Center

Seattle, WA

- Spent 20 hours directly serving people who are experiencing homelessness and/or poverty for a multitude of reasons including race, gender, and family situation.
- Learned and reflected about the issue of homelessness through partnering with 4 Seattle-based organizations.

Secretary, Engineers Without Borders September 2017 – October 2018

University of Utah Chapter

Salt Lake City, UT

- Collaborated with a student team of engineers to begin implementation of a new water system in Chosco, Bolivia.
- Monitored team meetings to ensure members are up to date and informed of their responsibilities.

International Volunteer July 2015

Plan My Gap Year

Faridabad, India

- Volunteered for 5 weeks by supporting and collaborating with orphanages, hospitals, and underprivileged schools.
- Implemented healthy and standard medical practices in Indian hospitals and medical clinics.

LEADERSHIP & SERVICE

Career Ambassador August 2017 – Present

Career & Professional Development Center, University of Utah

Salt Lake City, UT



- Review 10+ resumes and cover letters weekly to prepare students for professional careers.
- Co-planned the Student Leadership Luncheon, facilitated networking with 50+ students/employers.

Bennion Center Student Board Leader

May 2017 – Present

University of Utah

Salt Lake City, UT

- Plan 5 large community service projects yearly to bolster student service and civic engagement.
- Serve on the Community Engaged Learning Advisory Board to promote a connection between service and University of Utah courses in all departments.

English/Citizenship Tutor

January 2017 – Present

Guadalupe School

Salt Lake City, UT

- Apply basic Spanish skills weekly by teaching 5 adult immigrants English in order to encourage new opportunities for growth within the United States.
- Tutor 5 adult immigrants in citizenship topics to ensure that they are prepared to take their U.S. citizenship test.

Bioengineering Research Assistant

August 2017 – May 2018

Dr. Bowles, Back Pain & Engineered Therapeutics Laboratory

Salt Lake City, UT

- Presented research concepts to both higher and lower research-educated audiences.
- Assessed written studies in order to implement useful data into current and future lab experiments



Social Work Student

Salt Lake City, UT | socialworkstudent2@domain.com | 555-555-5555

EDUCATION

Bachelor of Science, Pre-major Social Work

May 2020

University of Utah, Sociology Minor

Salt Lake City, UT

- GPA of 3.562, Dean's list for Spring 2017
- Relevant Coursework: Issues in Ethnic Studies, World Religions, Deviant Behavior/Social Control, Social Theory, Inequality through Music and Film, Nutrition and Health

PROFESSIONAL EXPERIENCE

Mestizos Arts and Activism

September 2015- Present

Student Advocate

September 2015-May 2016

Salt Lake City, UT

- **5 hours per week**
- Participate in and facilitate conversations on topics around immigration, school to prison pipeline, gentrification, race, gender, class, etc. in order to educate and empower students.
- Developed a research project on how young women from the west side of Salt Lake are portrayed in the media, which then was presented to University of Utah faculty and community members.

Administrative Coordinator

August 2017- Present

- **5-10 hours per week**
- Review applications, scheduling meetings, and prioritize support to staff advisors.
- Coordinate purchases of daily supplies while also providing information to prospective applicants.

Mentor

September 2016- May 2017

- **5-8 hours per week**
- Recruited on average 100 low-income, first generation students to be involved in college prep program.
- Helped students with personal statements, resumes, college and scholarship applications, ensuring students have tools and resources to reach higher education.
- Advised students to develop ideas on their research projects, supporting them throughout their completion of their project, resulting in successful completion and strong final presentations.

Office of Engagement, University of Utah

August 2017- Present

Beacon Mentor

Salt Lake City, UT

- **3 hours per week**
- Mentored 2 mentees who are first-generation, on how to adapt to college life and utilize campus resources.
- Referred students to appropriate campus resource, ensuring each student had a personal contact in each office.
- Provided guidance on how to manage time, where to get textbooks, how to get involved, studying skills, etc.
- Supported them in their Community Engagement Project by teaching them research, collaboration, and outreach skills.

COMMUNITY ENGAGEMENT

Kappa Delta Chi Sorority Inc. Alpha Chi Chapter

September 2016-Present

New Member

Salt Lake City, UT

- **3-5 hours per week**
- Attend and actively engage in weekly meetings to stay updated on current projects and policies.
- Independently participate in community service, as well as collaborate with team members to plan and implement community projects.
- Organized fundraiser with 5 new members; resulting in 50 people in attendance and raising more than \$200 to go towards the American Cancer Society.
- Pursued a service project for the Rape Recovery Center, providing support and counsel to women who are victims of sexual assault.

Active Member

December 2016- Present

- **5-10 hours per week**
- Sisterhood Committee: Help plan out sisterhood socials once a month.
- Chapter Secretary: Record minutes, created a roster and keep detailed record of every member's file.
- Historian/Chaplain: Post on Facebook, Instagram, Twitter, to keep members engaged.
- Alumnae Relations: Attend alumnae meetings to communicate updates on the chapter.
- New Member Educator Assistant: Assist the New Member Educator with grading tests, facilitating meetings when she isn't present, supporting new members by giving guidance and helping them study.
- Attend rush events for two weeks, interview potential members, and coordinate ceremonies.
- Completed 25 service hours, 10 of those in collaboration with sisters.
- Promote traditional values of Unity, Honesty, Integrity and Leadership through community service and academic excellence.

Comunidades Unidas

September 2012- August 2016

Volunteer

West Valley City, UT

Leadership Training Program

September 2012- December 2012

- **3 hours per week**
- Guided conversations on relevant issues that pertain to the community, such as education, immigration, and health.
- Developed group activities which helped students to analyze the issues effecting them in their own community.
- Demonstrated presentation and public speaking skills through daily training presentations.
- Interacted with community members through tabling at elementary schools, attending events, etc.

Children's and Environmental Health and Environmental Justice Project

June 2013- August 2013

- **10 hours per week**
- Scheduled on average 3 community events monthly in the areas of Glendale and Poplar Grove.
- Conducted surveys to address problems in the community dealing with health and safety.
- Connected low-income and undocumented immigrants to resources where they could address their concerns.

Worker's Rights Campaign, "Despierta!"

September 2014- August 2016

- **3-10 hours per week**
- Participated in weekly meetings, this involved discussing who and what we wanted to focus on, with other community members.
- Developed the name, slogan, mission, and logo for the campaign.
- Planned and organized campaign launch for workers who were undocumented and had language barriers.
- Built a new partnership and maintained relationships with the Utah Labor Commission and Worker's Compensation Fund.
- Scheduled safety workshops for construction and factory workers in Mexican and Peruvian consulates, churches and schools.
- Surveyed Latinx workers for the Utah Labor Commission in order to see what areas they needed to focus on when dealing with accidents, equal pay, etc.

The Children's Center

June 2014- August 2014

Intern/Volunteer

Kearns, UT

- **9 hours per week**
- Taught on average 10 children how to follow instructions, rewarding them with a prize if they completed a task.
- Engaged children in educational activities, guided them through the steps of an art project each day.
- Motivated children to share and be collaborative when playing with other children.
- Translated conversations for Spanish speaking parents/guardians in order to provide updates on child's challenges and progress.

CERTIFICATES AND SKILLS

- Anti-Discrimination Response Training Certificate
- Bilingual- Written and verbal fluency in Spanish

August 2017