

These samples were developed to illustrate basic points in resume development. All differ slightly, and any one is appropriate to use as a model, depending on your particular circumstances.

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Current Address

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OBJECTIVE

Internship in biostatistics at major pharmaceutical company

EDUCATION

MAILMAN SCHOOL OF PUBLIC HEALTH, COLUMBIA UNIVERSITY

M.P.H., Biostatistics/Applied Biostatistics Certificate, May 2014
Recipient, Department of Biostatistics Graduate Fellowship. Member, Academic Standards Committee. Volunteer, Public Health Community Outreach Program.

Coursework will include: Applied Regression, Statistical Inference, Statistical Computing with SAS, Public Health GIS

UNIVERSITY OF CALIFORNIA AT BERKELEY

B.S., Applied Mathematics and Statistics, June 2012. Minor in Health Education.
Dean's List. Resident Advisor. Mathematics tutor (2009-2010). Transferred from University of Paris IV.

EXPERIENCE

Fall-Winter 2012-2013 **MAILMAN SCHOOL OF PUBLIC HEALTH** New York, NY
Teaching Assistant, Department of Biostatistics
Lead supplementary seminars for *Analysis of Categorical Data* course. Taught two sessions of *Introductory Biostatistics* to 15 high school students in gifted and talented program sponsored by the School of Public Health.

Summer-Fall 2011 **JOHNSON PHARMACEUTICAL RESEARCH INSTITUTE** Raritan, NJ
Biostatistics Intern
As part of a team, collaborated with research scientists on design and analysis of a clinical trial. Assisted with protocol and case report from development and statistical programming to study report preparation.

Summer 2010 **BOSTON AREA PSYCHIATRIC INSTITUTE** Boston, MA
Data Intern
Maintained and interpreted data and reported statistical findings for studies in child mental health. Created statistical models to support NIMH funded research.

COMPUTER SKILLS

Computer literate (word processing, spreadsheet and statistical applications, including SAS, SPSS, S-Plus, STAT, BMDP and SUNDANE).

ADDITIONAL INFORMATION

Authorized to work in the United States. Bilingual in English/French. Conversant in Spanish and German. Have lived in France, Spain and Italy.

THOMAS BROWN
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Permanent Address

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Current Address

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OBJECTIVE

Summer internship in regulatory compliance.

EDUCATION

MAILMAN SCHOOL OF PUBLIC HEALTH, COLUMBIA UNIVERSITY

MPH, Environmental Health Sciences, May 2014

Certificate in Climate and Health. Recipient, Sierra Club Fellowship. Volunteer, Washington Heights Water Watch. *Relevant coursework:* Health Policy and the Political System, Toxicology and Ethical Issues in Occupational/Environmental Health, Molecular Toxicology, Environmental Health Policy Seminar

NEW YORK UNIVERSITY

BA, Political Science, June 2009.

Pre-law concentration. **Senior Thesis:** The History and Potential of Public Interest Litigation Organizations. **Dean's List.** Junior year at Catholic University, San Paolo, Brazil.

REGULATORY EXPERIENCE

ENVIRONMENTAL PROTECTION AGENCY

Washington, DC
Summer 2012

Compliance Intern

Wrote first draft of Compliance 2012 reform initiatives. Facilitated 20 training sessions on Compliance 2012 for regional EPA offices.

RESEARCH EXPERIENCE

RESOURCES FOR THE FUTURE

Washington, DC
2010-2012

Research Associate

Explored funding, liability and land use issues leading to Superfund reform initiatives. Analyzed effectiveness of EPA regulatory efforts in reducing pollution levels. Conducted preliminary empirical research on biodiversity and its value in pharmaceutical product development.

PHILLIPS NIZER BENJAMIN KRIM & BALLON LLP

New York, NY
2009-2010

Research Assistant, Environmental Law Practice

Conducted research in support of environmental due diligence audits. Prepared regulatory compliance filings, including permits, variance applications and environmental impact statements.

ADDITIONAL INFORMATION

Computer literate (word processing, spreadsheet, statistical and health system applications). Facilitator, 2012 Environmental Career Conference, Earth Institute, Columbia University. Conversationally fluent in Spanish. Extensive travel in Africa and South America. Versed in environmental issues facing resource poor countries.

HYUNG LIM
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OBJECTIVE

Epidemic Intelligence Service Fellowship

EDUCATION

Mailman School of Public Health, Columbia University

DrPH, Epidemiology, May 2013 - MPH, Sociomedical Sciences, October 2009

Teaching Assistant, Department of Epidemiology (2011-2013)

Secretary, Student Government Association (2008-2009)

Rutgers University

BS, Behavioral Sciences and Statistics, June 2003

Worked part-time as radiologic technician to finance undergraduate education

LICENSURE

New York State Licensed Diagnostic Radiographer (2003)

EXPERIENCE

New York City Department of Health and Mental Hygiene

New York, NY

2007-present ***Public Health Epidemiologist***

Analyze epidemiologic and surveillance data on communicable disease prevalence and risk factors. Create summary tables, reports, figures and text for publication and presentation to professional organizations and the general public. Conduct record reviews for epidemiologic research projects. Mapped distribution of lead screening testing and cases of lead poisoning using MapInfo.

2005-2007 ***Community Outreach Coordinator***

Planned and coordinated child health education programs in 10 upper Manhattan communities. Collaborated with community health planners to identify community partners and recruited 25 organizations to participate in the partnership for child health education.

2002-2005 ***Community Outreach Assistant***

LANGUAGE SKILLS

Computer literate (word processing, spreadsheet and statistical applications, including SAS, SPSS, S-Plus, STAT, BMDP). Trilingual: English, Spanish and Korean.

AFFILIATIONS

Member, NY Chapter of American Epidemiological Society and American Association of Researchers.

JASON MARTINEZ
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OBJECTIVE

Position in healthcare consulting.

EDUCATION

Mailman School of Public Health, Columbia University

M.P.H., Health Policy and Management, February 2013.

- Completed coursework in healthcare finance, marketing and policy, strategic communications, organizational management, biostatistics.
- Thesis: Health Insurance Exchanges and Implications for Access.

University of California, San Francisco School of Medicine

M.D., 2007.

Syracuse University

B.S., Business Administration and Biology, June 1994.

- **Magna cum Laude. Dean's List.**
- White House Policy Intern – Summer 1991

LICENSURE/CERTIFICATION

Licensed to practice medicine in the state of California (2007)

MANAGEMENT AND CLINICAL EXPERIENCE

Summer – Fall 2012 **PricewaterhouseCoopers** Fairfax, VA
Health Policy/Health Care Consulting Practicum

- Created fiscal year workbooks and spreadsheets using Microsoft Excel.
- Collaborated on FY 2007 business plan for health care consulting practice.
- Contributed to policy and systems design for electronic welfare payment pilot program.

2007- 2011 **Cedars Sinai Hospital** Los Angeles, CA
Chief Resident, Internal Medicine
Internal Medicine Residency

- Provided leadership and training for residents in rotation and on call.
- Collaborated with faculty to design and deliver *Resident as Teacher* curriculum
- Monitored and evaluated residents' clinical performance.
- Completed residency in internal medicine.

1995-2003 **San Francisco General Hospital** San Francisco, CA
Departmental Administrator

- Created tracking system for daily schedules and utilization patterns for 30 faculty and fellows and 120 interdisciplinary staff members.
- Managed daily activities of department, including managed care strategies, compliance initiatives and group practice agreements.
- Monitored departmental operations and capital and operating budgets totaling 15M.

PRESENTATIONS

Co-presented poster session on implications of health policy reform on women's access to health care at APHA Annual Meeting (October 2011 – Washington, DC).

ADDITIONAL INFORMATION

- Computer literate (word processing, spreadsheet, statistical and health system applications).
- Bilingual: English/Spanish. Member, Healthcare Financial Management Association.

SUSAN HIRANO
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OBJECTIVE

F/T analyst position with child health advocacy organization

EDUCATION

COLUMBIA UNIVERSITY New York, NY

Mailman School of Public Health

MPH, Population and Family Health, Adolescent/Reproductive Health Track, May 2013

Recipient, Gates Maternal Health Scholarship

Coursework included: Public Health Program Planning, Public Health Aspects of Adolescent Health, Survey Design, Quantitative Data Analysis, Healthcare Marketing

School of Social Work

MSW, May 2010

COE COLLEGE

Cedar Rapids, IA

BS, Sociology, June 2005. Minor in Health Education

Magna cum Laude. Dean's List. Member, Dormitory Advisory Council. Co-captain, junior varsity tennis team; Co-chair, Women's Health Day.

EXPERIENCE

CHILDREN'S DEFENSE FUND

Washington, DC

Summer 2012 *Intern*

- Collaborated on design and dissemination of 10-page survey to assess qualitative and quantitative impact of community-based child health programs nationwide.
- Evaluated child health awareness programs funded by Department of Health and Human Services for \$1.5M.
- Co-authored position paper on impact of child health insurance programs.

INTERNATIONAL RESCUE COMMITTEE

New York, NY

2009 – 2011 *Development Officer*

- Cultivated 200 corporate and other institutional donors FY 2007 Refugee Initiative.
- Increased contributions for all projects by 75% in 2007.

2007 – 2008 *Health Educator*

Durban, SA

- Facilitated 5-session seminar series on health promotion/disease prevention topics.
- Trained health educators in individual and group formats prior to and during international assignments.

SOCIAL SERVICES ADMINISTRATION

Oakland, CA

2005 – 2007 *Child Welfare Services Administrator*

WHITE HOUSE INTERN PROGRAM Washington, DC

Summer 2004 *Health Policy Intern*

Researched and co-authored reports on family health-related issues.

PUBLICATIONS

Smith, P. & Hirano, S. (2010), Health Care Reform: Impact on Access. *American Journal of Child Health*, 78, 398-399.

ADDITIONAL INFORMATION

Computer literate (word processing, spreadsheet and statistical applications). Fluent in Japanese, Mandarin Chinese and Spanish. Co-founder, 96th Street Chess Club.

KATHERINE JONES
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OBJECTIVE

Position in social marketing

EDUCATION

COLUMBIA UNIVERSITY, MAILMAN SCHOOL OF PUBLIC HEALTH

MPH, Sociomedical Sciences, August 2013

Recipient, Community Scholar Program Fellowship. President, SMS Health Educators.

Completed practicum at Community Service Society of NYC. **Relevant coursework includes:** Health Interventions, Technology and Marketing, Survey Design, Biostatistics, Epidemiology and Organizational Management.

BARUCH COLLEGE

BBA, Business Administration, June 2002. Concentration in Marketing.

Dean's List. Freshman Advisor. Captain, debate team (1999-2001). Volunteer, Chelsea Health Hotline.

EXPERIENCE

JOHN SNOW, INC

Bangkok, Thailand

Intern-Social Marketing Summers 2011 and 2012

- Researched logistics for cost effective marketing of contraceptives in Southeast Asia.
- Assisted in development of forecasting systems for contraceptive demand.
- Convened focus group on teen attitudes toward use of family planning facilities.

PRICEWATERHOUSECOOPERS

Fairfax, Virginia

Senior Research Associate 2005-2011

- Managed team of assistants who reduced production time for design and creation of fiscal year workbooks and spreadsheets by 25%.
- Collaborated on the FY 2004 and 2005 marketing plans for health care consulting practice.
- Contributed to policy and marketing strategy for electronic welfare payment pilot program.

Research Assistant

2002-2005

D'ARCY MASIUS BENTON AND BOWLES

New York, New York

Intern Summer 1998

- Created media plans and developed first draft budgets for print and electronic media advertising campaigns.

PUBLICATIONS AND PRESENTATIONS

- Co-authored series of internal PricewaterhouseCoopers reports on pros and cons of electronic welfare payment systems.
- Co-presented poster session on impact of technology on social marketing outcomes at 2011 APHA Annual Meeting in Washington, DC.

ADDITIONAL INFORMATION

- Computer literate (word processing, spreadsheet, statistical and health system applications).
- Co-Chair, NYC AIDS Taskforce. (2010 – present).
- Conversationally fluent in Spanish.
- Enjoy Nordic and Alpine skiing. Travelled extensively in Latin and South America.

Marie Miller
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Profile

Experienced professional with expertise in hospital administration and pharmaceutical industry management. Proven competencies in strategic planning and restructuring. Adept at establishing priorities and managing competing interests.

Education

Mailman School of Public Health, Columbia University

MPH, Healthcare Management, Executive Program – October 2013. Relevant coursework: program evaluation design, public health law, decision analysis, outcomes research, ethics and governance and organizational effectiveness.

University of Virginia School of Medicine/Darden School of Business

MD/MBA - June 2002.

BS – Biology – June 1998.

Licensure

Licensed (2002) to practice medicine in the State of Virginia.

Experience

2006 – present **Knoll Pharmaceuticals** Mt. Olive, NJ

Vice President, Strategic Planning

- Authored strategic plan and yearly updates to guide fiscal, operations and marketing initiatives for the period 2004 – present and increase profitability by 75%.
- Manage multi-divisional team to identify suitable acquisition targets. Contribute financial and operations analyses and projections to acquisition/merger discussions.
- Developed policy and systems design for 10M e-commerce pilot.

2002 – 2006 **San Francisco - Presidio Hospital** San Francisco, CA

Deputy Vice President, Finance/Administration

- Re-engineered financial, human resources and administrative systems. Reduced operating losses by 80% over 2-year period. Ended FY 2005 with 65M surplus.
- Established hospital's 90+ physician multi-specialty group practice. Managed staff with bottom-line responsibilities for professional services billing, patient and general accounting and budgeting functions.
- Appointed to lead search committee to identify candidates for Vice President of Health Sciences and Dean of the Faculty for the University of California, Berkeley Health Sciences Division and affiliated JCAHO - accredited University hospital.

Memberships

President, NY Region, Healthcare Financial Management Group (2011-present).

Secretary (2002 - 2004) and Member (2004 – present), American College of Healthcare Executives.

Board Member, Medical Society of the State of Virginia (2002 – 2007).

Publications

Authored 10 abstracts on municipal and private hospital restructurings for publications including *JAMA*, *The Hospital Administrator* and *The Journal of Re-Engineering*.

Additional Information

Familiar with word processing, spreadsheet, statistical and health system applications. One of ten chosen to participate in McKinsey & Company Insight 2002, an insider's look at management consulting for PhD's and MD's.