

# Sample Resume

## UNDERGRADUATE

### Angela Terp

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#### OBJECTIVE

Research Analyst position using forecasting, communication, and statistics skills.

#### EDUCATION

*Bachelor of Arts in Economics, University of Maryland (UMD), College Park, MD* May 20XX

- *Member:* Economics Association of Maryland, Sport Business Society, Campus Ambassador, and Markets & Society Leadership Council
- *Selected UMD Coursework:* Introductory Business and Management, Econometrics with Time Series and Panel Methods, Applied Probability and Statistics II, Advanced Macroeconomics, International Economics
- *Research:* Wrote 20-page policy report on Argentine and Malian economy including a historical and policy analysis. Submitted recommendations and provided a hypothetical action plan.

#### RELATED EXPERIENCE

*Economics Intern, IHS Global Insights, Washington, DC* Summer 20XX

- Developed industry-specific research projects, collected data, and wrote weekly reports.
- Utilized statistical modeling to forecast production and consumption of market.

*Financial Intern, Merrill Lynch, World Financial Center, New York, NY* Summer 20XX

- Created portfolio analysis reports which led to three new clients for the firm.
- Researched individual stock and ETF positions for clients and presented analysis.
- Conducted cold calls on behalf of wealth management team with a focus on high-net worth individuals.

*Research Analyst Intern, Decision Tek, LLC, Rockville, MD* Fall 20XX

- Examined academic and industry research using intranet, internet, and journal resources.
- Organized, reviewed, and analyzed statistical data pertaining to transportation policy.
- Created visual presentations of findings using Prezi and MS PowerPoint.

#### LEADERSHIP EXPERIENCE

*Athletic and Social Chair; Treasurer, AAA Fraternity, UMD, College Park, MD* 20XX – 20XX

- Oversaw funding for social events by creating and implementing a \$7,000 yearly budget.
- Maintained the financial statements and balance sheets for all of fraternity's expenses and accounts.
- Managed approximately \$5,000 worth of capital to ensure revenue for future activities.

*Treasurer, Rotaract Club of College Park, College Park, MD* 20XX – 20XX

- Managed financial responsibilities on fixed budgets as well as researched and organized activities to raise funds.

#### SKILLS

**Computer:** SPSS software, SATA (Data Analysis and Statistical Software), Argo, QuickBooks, Dtools, MATLAB, Social Media tools, and Emerald, MS Excel, MS Word, MS PowerPoint, Photoshop

**Research:** Proficient in searching Mediamark, Mintel, Lexis-Nexis, and Business Search Premier

#### HONORS

- Senior Dillard Award, presented annually to "The Most Outstanding UMD Graduating Senior in Economics" (selected out of a graduating class of 400)
- Phi Beta Kappa; Economics Honors Program; University Honors Program
- Dean's Academic Scholar (highest award given by the UMD College of Behavioral and Social Sciences)

### Allen Science

502 Hunter Lane  
Silver Spring, MD 20904

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(405) 555-1212  
ascience@gmail.com

#### OBJECTIVE

Position in bioinformatics using knowledge of genetics, lab skills, programming skills and interpersonal skills

#### EDUCATION

Bachelor of Science, Biological Sciences

Expected December 20XX

Minor: Computer Science

University of Maryland, College Park, MD

#### TECHNICAL SKILLS

**Lab Skills:** PCR-based cloning, Spectrophotometry, NMR & IR Spectroscopy, Assays, Gel Electrophoresis, BLAST Database, Chromatography (Thin Layer & Column), protein assays, DNA Laddering Assay, SDS1PAGE/Western Blotting, bright field and fluorescence microscopy.

**Programming Languages:** *Advanced:* C, Java, C++, HTML; *Intermediate:* SQL, OCaml; *Beginner:* Ruby on Rails, C#, Python.

#### RESEARCH EXPERIENCE

##### Intern

September 20XX – December 20XX

##### Molecular Genetics Lab, UMD-College Park, MD

- Performed phenotypic screen for developmental and response mutants in *C.elegans* and *A. thaliana*.
- Carried out PCR-based cloning of the human genome.
- Identified plant transformation with reporter gene constructs.
- Performed genotypic mapping of a phenotypic mutant using molecular markers to determine chromosomal location of a mutation.

##### Intern

May 20XX – August 20XX

##### Boice-Willis Clinic, Rocky Mount, NC

- Established base knowledge in Cardiology and learned about various diseases and cardiac testing.
- Assisted the physician in establishing a database on patients undergoing heart surgeries.
- Compiled and wrote educational materials for the patients.
- Led a group of five students interviewing doctors from local hospitals.

##### Intern

June 20XX – December 20XX

##### Catholic University of America, Washington DC

- Collaborated with graduate students involving the fruit fly *Drosophila melanogaster*.
- Studied the rules of genetic inheritance by establishing a database of the *drosophila* genome.
- Involved in a seminar with other students on the topic of developmental biology.

#### OTHER EXPERIENCE

##### Staffer

May 20XX – Present

##### Adult Health and Developmental Program, UMD-College Park, MD

- Apply gerontological health and well-being theory in one-to-one interaction with older institutionalized and non-institutionalized adults.
- Coach adults in different physical activities.
- Learn about the historical and cultural aspects of aging and implications for assisting adults.

##### Shift Manager, Cashier

August 20XX – August 20XX

##### Sears Inc., Silver Spring, MD

- Provided excellent customer service and public relations, worked with and communicated as a team to maintain cleanliness and service for our customers.
- Supervised 5 cashiers per shift and trained 8 new cashiers in my two years with the organization.

##### Volunteer

May 20XX – June 20XX

##### DC Health Care Inc., Washington DC

- Examined many medical departmental procedures.
- Talked with patients and clients, and prepared medical reports for each.