

EDUCATION

West Chester University of Pennsylvania, West Chester, PA
Bachelor of Science: Mathematics, Actuarial Science concentration, May 20XX
Cumulative GPA – 3.71

ACTUARIAL EXAMS

Exam P/Probability Exam Fall 20XX
Sitting for FM/2, Financial Mathematics Fall 20XX

RELEVANT WORK EXPERIENCE

Lincoln Financial Group, Philadelphia, PA

Actuarial Development Program Intern, June 20XX – August 20XX

- Provided assignments and completed projects in financial reporting, ratemaking, reinsurance, research, reserving, and underwriting.
- Performed actuarial tasks of a mathematical nature
- Compiled and categorized data
- Documented and verified the factors used in computations
- Prepared rate filings, schedules of statistics, and financial statements
- Assisted in the determination of premiums, benefits, and pricing levels
- Gained knowledge about company operations, systems, and actuarial methodologies

LEADERSHIP/ACTIVITIES

Actuary Society of West Chester University

President, September 20XX – present; Member, August 20XX – present

- Work with Executive team to create club strategic plan and allocate finances for a balanced budget
- Assist with the organization monthly guest speakers, featuring professionals from regional companies in the insurance and actuarial field

Office of Admissions, West Chester University

Admissions Ambassador, April 20XX – December 20XX

- Led tours for prospective students, families, and guests to encourage attendance at WCU
- Worked in teams of 5 to 20 students to help with four special outreach events, for Accepted and Admitted students and their families

SKILLS

MS Excel Skills: Completed projects utilizing pivot tables and graph analysis in multiple class assignments

HTML: Created website using HTML code for class project

WORK EXPERIENCE

Oak Park Community Recreation Center, Springfield, PA

Lifeguard and Swim Instructor, Summers 20XX – 20XX

Montgomery Day Camp, Glenside, PA

Swim Instructor/Lifeguard, July 20XX – August 20XX

Specialist: Geography & Geographical Information Systems

Talented new professional with leading-edge degree and hands-on experience with technology, data management, and data analysis. Working knowledge of specialized GIS concepts. Proven ability to collaborate as team member, lead diverse groups, and advance mission through individual contributions. Speaks basic Spanish.

Education

Bachelor of Arts in Geography: Geographic Information Systems December 20XX

West Chester University, West Chester, PA

- 3.5 GPA

Relevant Course Work

Introduction to Maps and Remote Sensing, Population Geography, Geographical Analysis, Intro to Geographic Information Systems, Computer Cartography, Geographic Information Systems Application, Urban Geography

Technologies

Geographical Information Systems (GIS) Technologies: ArcInfo (ArcGIS, ArcMap, ArcView) ESRI, GeoMedia, MapInfo, Microsoft Office, Adobe Creative Suite

Professional and Work Experience

Belayer/Instructor Philadelphia Rock Gyms, Oaks, PA January 20XX - Present

- Assist customers with indoor climbing experience in over 7,000 square feet facility
- Provide one on one instruction and belaying assistance to rock climbing customers
- Follow strict safety guidelines for the wellbeing of customers and staff
- Manage group events such as birthday parties and corporate events
- Ensure customer satisfaction and excellent climbing experience for all climbing abilities

Intern Geosyntec Consultants, Blue Bell, PA

January - May 20XX

- Prepared maps and figures with ArcMap
- Managed Geodatabase
- Georeferenced legacy figures and maps
- Created tables for figures using Microsoft Excel
- Provided data analysis and management

Activities

Member Geography Club, West Chester University

March 20XX - Present

- Participate in club activities such as hikes, camping trips, field trips, and lectures

Francisco J. Rodriguez

Permanent Address

61 Chemical lane
Showdown, PA 19788

fr123456@wcupa.edu | (550) 555-1234

Current Address

292 Harmony Drive
Wilmington, DE 19722

SUMMARY

Dedicated, self-motivated employee with an acute attention to detail and analytical mindset looking to apply education and experience in the fields of biology and chemistry.

RELATED WORK EXPERIENCE

Scientist I - **Scientific Diagnostics Incorporated**, Wilmington, DE May 20XX – present

- Assist with product design transfer with various departments.
- Communicate results both verbally and in writing with peers and supervisors.
- Antibody purification via affinity chromatography.
- Develop and validate quantitative assays for compounds extracted from biological matrices.
- Prepare media and reagents for laboratory use. Maintain reagent and supply inventory. Materials ordering and receipt.
- Collect, calculate, and analyze data for biological sample analysis.
- Review lot record data for internal consistency and ensure the proper maintenance of operation records.
- Write and revise company SOPs in accordance with GMP regulations. Maintain accurate and current documentation.

RESEARCH EXPERIENCE

Microbial Genetics Research, Dr. Xin Fan - West Chester University January – May 20XX

- Worked on the transfer of LacZ operon from *E. coli* into *H. influenzae* by using various DNA tests and techniques.

EDUCATION

West Chester University, West Chester, PA May 20XX

B.S. in Biology, Minor: Chemistry

- GPA 3.37
- Course Highlights: Immunology, Microbial Genetics, Analytical Chemistry, Histology

LABORATORY TECHNIQUES & SKILLS

- Chromatography, cGMP (good manufacturing practices), writing and revising SOPS
- Aseptic techniques, ELISA, radial immuno-diffraction, delipidations, diafiltration, HPLC, protein purification
- Spectroscopy, distillation, filtration, microbiology techniques
- Recombination, cloning, dissections, light microscopy, homogenizations, cell fractionization, plating and culturing
- PCR, Western Blotting, gel electrophoresis, transformation, and titration
- Analytical Skills, Detail oriented, Microsoft Office (Word, Excel, PowerPoint, Outlook)

ACTIVITIES AND HONORS

Member of National Scholar Honor Society

Pi Kappa, National Greek Fraternity

- P.U.S.H. America Leader (Philanthropy Director)

EMPLOYMENT

Waiter - Longhorn Steakhouse, Exton, PA

September 20XX – Present

PATRICK SMITH

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987 Ram Way Philadelphia, PA 19146

EDUCATION

West Chester University of Pennsylvania

West Chester, PA

Bachelor of Science in Pharmaceutical Product Development

May 20XX

- GPA 3.67; Dean's List (6 semesters)

Relevant Coursework

- Genetics, Recombinant DNA, Biomedical Ethics, Pharmacology, Cell Physiology, Human Physiology, Drug Design I & II

RELATED EXPERIENCE

GlaxoSmithKline

Collegeville, PA

Summer Talent Identification Program

May 20XX-August 20XX

- Gained exposure to various departments including Biopharmaceutical Technologies, Quality Assurance, and Production
- Assisted with purification operations such as chromatography or ultrafiltration
- Researched biopharmaceutical processes and prepared reports
- Reviewed client information and entered data for increased production and satisfaction

WCU Summer Undergraduate Research Institute

West Chester University

Research Fellow

May 20XX-June 20XX

- Selected from a highly competitive pool of applicants to complete research on cancer epidemiology and genetics

INVOLVEMENTS AND PROFESSIONAL DEVELOPMENT

Pharmaceutical Product Development Club

West Chester University

Secretary

August 20XX-Present

- Write and send weekly emails to inform members of upcoming events
- Record meeting minutes and share information with members and advisor

Member

January 20XX-Present

- Attend weekly meetings to discuss current trends in the pharmaceutical industry
- Coordinate and participate in monthly visits to pharmaceutical organizations
- Organize guest speakers to share career advice and information

Life Sciences Future, PABio

Philadelphia, PA

Attendee

October 20XX

- Attended regional conference for life sciences community of the mid-Atlantic region

Colleges Against Cancer

West Chester University

Member

September 20XX-Present

- Participate in weekly meetings to engage in discussions around cancer advocacy
- Plan and attend an annual Relay For Life event on campus

ADDITIONAL EXPERIENCE

Weis Markets

West Chester, PA

Cashier

June 20XX-Mar 20XX

- Provided excellent service in a fast-paced environment to ensure customer satisfaction
- Trained new employees on register and product placement

SKILLS

- Proficiency with SAS, FrontPage, ACT, and Microsoft Office
- Intermediate proficiency with Spanish language

Ijeoma Simmons

234 Apple Street | Exton, PA | (555) 666-7877 | ibsimmons@gmail.com | github.com/isimmons

Education

West Chester University of Pennsylvania, West Chester, PA

Bachelor of Science in Computer Science | May 20XX

Certificate: Computer Security Certificate

- GPA: 3.8

Skills Summary

- Experienced in ISP and help desk support
- Proficient in Java and SQL
- Knowledge of UNIX operating system Solaris, Linux, DNS, DHCP and security protocols
- Excellent communication skills with an ability to solve problems quickly and efficiently

Internship Experience

Information Security Intern | May 20XX – August 20XX

Corporate Information Services Penn Medicine | Philadelphia, PA

- Resolved security issues reported by end user and rectified an issues or complaints
- Collaborate with a team of security engineers across a larger and complex health system
- Maintain adherence to all HIPAA privacy standards
- Perform vulnerability assessments and generate reports to access risks of devices on the network

Related Experience

Student Technology Assistant | September 20XX – present

College of Education Technology Center, WCU | West Chester, PA

- Maintain a wide range of technology including iPads, Smartboards, cameras, and printers
- Assist others in using technology and troubleshooting technology problems; developed associated teaching materials
- Monitor computer labs and technology check out system

Mentor | January 20XX – Present

Women in Aerospace and Technology | West Chester, PA

- Introduce middle and high school students to technology and coding
- Encourage young females to engage in STEM fields through engaging workshop on various topics

Additional Professional Experience

Freelance Web Development | January 20XX – present

- Designed and developed 12 websites for companies ranging from pet care to retail

Jerry Applicant

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EDUCATION

WEST CHESTER UNIVERSITY, West Chester, PA

Bachelor of Science in Biomedical Engineering (Anticipated May 20XX)

Minor: Chemistry

- Research Assistant to Dr. Kevin Thornton, December 20XX - May 20XX
 - Related Coursework: Biomedical Engineering Laboratory I & II; Biomechanics; Calculus I – III; Organic Chemistry, Analytical Chemistry
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RELATED EXPERIENCE

FENWAY HEALTH, *Boston, MA*

BIOMEDICAL INTERN (May 20XX – August 20XX)

- Received training on the proper use of equipment.
- Observed the fabrication and testing of systems after installation.
- Create and apply design and development standards and procedures alongside engineers.
- Contributed data for future publication of peer-reviewed scientific articles.

INTEGRAL MOLECULAR, *Philadelphia, PA*

SHADOWING BIOMEDICAL ENGINEER (December 20XX – June 20XX)

- Observed experiments and data processing.
 - Established working relationships with scientific advisors, scientist, and clinicians.
 - Assisted in development of scientific manuscripts for submission to peer-reviewed journals and conferences.
 - Learned about company and industry compliance.
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ADDITIONAL EXPERIENCE

DOOR DASH, *Philadelphia & West Chester, PA*

DELIVERY DRIVER (January XX – Present)

SKILLS

Excel, MATLAB, Gas and liquid chromatography, Java