

First Last Name

Current Address

PO Box 1359
Saint Bonaventure, NY 14778

name16@bonaventure.edu
(607) 123-4567

Permanent Address

891 County Highway 17
Arcade, NY 14009

EDUCATION

Saint Bonaventure University, Saint Bonaventure, NY May 20xx
Bachelor of Science with Honors, Chemistry
Overall GPA: 3.49/4.00 Dean's List
Phi Eta Sigma Honor Society

RELEVANT EXPERIENCE

Norwich Pharmaceutical Inc., an Alvogen company, Norwich, NY
Lab Intern, Quality Control Lab Summer 20xx

- Assumed key research role in several sample studies
- Ensured GMP protocols were followed and documented
- Aided metrologists in updating instrumentation information

Lab Intern, Method Development and Analytical Services Summer 20xx

- Worked extensively with Karl Fischer Volumetric and Coulometric Titration.
- Provided assistance to chemical analysts in various aspects of pharmaceutical drug testing
- Learned and implemented GMP documentation

Chemistry Department, St. Bonaventure University, St. Bonaventure, NY
Faculty Assistant Fall 20xx - present

- Graded exams for chemistry professor, Dr. Jerry Godbout

Teaching and Learning Center, St. Bonaventure University, St. Bonaventure, NY
Academic Tutor Spring 20xx - present

- Provide academic support to CHEM-101 and CHEM-102 students, individualizing instruction to meet the needs of different learning styles

CAMPUS ACTIVITIES

- SEARCH Retreat, *Team Member*
- Mt. Irenaeus Franciscan Retreat Center, *Overnight Coordinator*
- Warming House Soup Kitchen, *Volunteer*
- Bona Buddies, *Child Mentor*

EMPLOYMENT

Remember When Bed and Breakfast, New Berlin, NY
Front Desk Services/Wait Staff Summers, 20xx - 20xx

Cannon Real Estate, New Berlin, NY
Administrative Assistant Fall 20xx - Spring 20xx

SKILLS AND AFFILIATIONS

- Excellent verbal and written communication skills
- Technical proficiency with Microsoft Office Suite and laboratory instrumentation and protocols
- American Chemical Society, student member