

# Student Amherst

123 University Drive, Amherst, MA 01002 413-545-1234 student@student.umass.edu  
46 Mathews Road, Marshfield, MA 02050

## EDUCATION

**University of Massachusetts Amherst** Bachelor of Arts May 2006

Major: Afro-American Studies GPA: 3.45

**Relevant Courses:** American Politics; Urban Government and Politics; Public Administration;  
Race, Culture and American Politics; Congress and the Legislative Process

**Language Skills:** Conversational Spanish

**Computer Skills:** MS Office - Word, Excel, Access, Power Point; research databases.

## RELEVANT EXPERIENCE

**Research Assistant**, Environmental Protection Agency, Washington, DC, Summer 2005

- Assisted staff of Assistant Administrator for Environmental Information with research and correspondence related to clean water public information campaign.
- Wrote summaries of hearings used by Deputy Administrator preparing for media briefings.
- Conducted email survey of 250 municipal wastewater treatment plants in New England region.
- Responded to schoolchildren's questions about drinking water safety.

**Judicial Affairs Assistant**, Dean of Students Office, University of Massachusetts Amherst, 2003-2004

- Reviewed resident life cases for accuracy and evidence.
- Scheduled and arranged hearing boards.
- Handled confidential judicial files.

**Seminar Participant; The Political Economy of Class and Race**

University of Massachusetts, Amherst, MA, Spring 2004

- Examined federal housing policy making with special emphasis on Congress.
- Analyzed case studies of other policy areas such as employment, education, and judicial system.
- Collaborated with two other students to lead discussion of legislation on educational funding.
- Researched and wrote 15-page paper on recent racial judicial decisions.

**Administrative Assistant**, University Controller's Office, University of Massachusetts Amherst, 2002-2003

- Data processed individual and company accounts.
- Developed spreadsheet and database skills.
- Handled questions and requests at reception desk.

## ADDITIONAL BACKGROUND

**Captain**, Varsity Tennis Team, University of Massachusetts Amherst, 2004-2005

- Served as liaison between 12 team members and coach.
- Directed team-building activities in and out of practice including spring training trip to Atlanta.
- Coordinated logistics such as lodging, meals, and transportation for 10 away matches.
- Raised \$1000 through planning and coordinating tournaments and clinics throughout year.

**Counter Staff**, Starbuck's Coffee, Northampton, MA, Summers 2001-2003

- Managed all sales transactions during 8-hour shift including busy morning rush hour.
- Trained 5 new staff in customer service techniques, cash register and espresso machine operation.

# Ima Engineer

123 University Drive, Amherst, MA 01002 Cell: 413-545-1234 student@student.umass.edu

**OBJECTIVE** A position in flight design engineering.

**EDUCATION** **University of Massachusetts Amherst**  
Bachelor of Science in Mechanical Engineering GPA 3.24 May 2006

**Related Coursework:** Design/Testing Aerospace Structures, Advanced Spacecraft Dynamics, Linear Systems Analysis, Measurements & Instrumentation, Fluid Mechanics

**Computer Skills:** MS Office, CAD, AutoCAD, MathCAD, Photoshop, C++

**Language Skills:** Fluent Spanish, basic Russian

**RELEVANT EXPERIENCE** **NASA/Lyndon B. Johnson Space Center**, Houston TX Spring 2005  
Mission Operations Directorate, Systems Division

Co-op Engineer

- Assisted flight control officers in monitoring Orbital Maneuvering System (OMS) and Reaction Control System (RCS).
- Revised computers program used by original flight dynamics officers to convert state vectors to other formulas. Assisted at console for parts of STS-90 and STS-91 (last Mir docking).

**General Dynamics Defense Systems**, Pittsfield MA Summer 2004  
Design Intern

- Implemented design in building Missile Tube Interface Box.
- Served as liaison between Design and Manufacturing.
- Ordered parts, as needed.

**Chipsoft**, Fenway, VT Summer 2003  
Commercial Graphics R&D Laboratory Division  
Technical Aide

- Tested samples including ply adhesion, rivet teneting, x-gashing, film shrinkage, tensile and elongation, weathering-accelerated and outdoor, electrocuting, and weeding.
- Mixed new formula adhesive mixtures with characteristic additives.
- Maintained technical notebook on all projects performed.

**ADDITIONAL EXPERIENCE** **University of Massachusetts Amherst** 2003-2004  
Admissions Office

Information Desk Assistant

- Staff Information Desk, acquainted students with benefits of various university departments.
- Canvassed departments and updated informational databases.

# Polly Sigh

33 Main Street, Amherst, MA · 413.545.0000 · pollsi@student.umass.edu

## Education

**University of Massachusetts Amherst** BA degree expected 5/06

Major: Political Science Minor: Exercise Science GPA: 3.7

**Smithsonian Institution American Studies Semester**, Washington, DC 9/04-12/04

Completed intensive research methods tutorial. Researched, wrote, and presented final paper, "Young Women and Contact Sports."

## Events Planning Experience

**Sommer, Schell, & Zimmer, Inc.**, New York, NY

Special Events Intern 5/05-8/05

Assisted in designing general marketing plan for Mobil Oil's new "On the Run" convenience store campaign. On production rotation, contacted up to 25 vendors each day for cost estimates. Devised opening day schedules used at 15 locations. Coordinated and promoted grand openings. Managed and launched "On the Run" point of purchase Halloween candy displays and hot air balloon banner. On graphic design rotation, used computer graphics skills to create gas pump character approved by senior management for trial use on hat and T-shirt giveaways.

**Athletic Association Board**, University of Massachusetts Amherst

President 9/04-5/05

Elected by student body to serve on Student Government Association cabinet. Oversaw \$30,000 budget to support activities and events. Chaired weekly meetings. Planned campus-wide events such as Fun Runs, Field Day, Float Night, Midnight Madness carnivals, and other special activities for hundreds of students.

**National Girls and Women in Sport Day**, University of Massachusetts Amherst

Organizer 2/04

Helped organize and staff event attended by 150 3rd -5th grade girls. Taught stretches and endurance training techniques clinic for girls. Designed T-shirt logo for giveaways, coordinating with local screen graphics design firm, and administering \$1000 budget.

## Additional Experience

**Department of Psychology**, University of Massachusetts Amherst

Research Assistant 9/03-5/05

Worked with professor studying effect of parental pressure on young athletes. Researched and evaluated sources for class, "Psychology of Sport." Researched and wrote paper on increasing injury rate among young athletes. Conducted interviews with local physicians, school administrators, families, and children.

**Varsity Track and Field Team**, University of Massachusetts Amherst

Member 1/04-5/05

Devoted 20-30 hours weekly to practices and competitions. Recognized as "New England All Regional" by New England Women's Track and Field Coaches Association. Also served as game statistician for basketball team (8 hours weekly) and facilities monitor (10 hours weekly).

## University Course Highlights

Popular Culture; Mass Culture, Media, and Morality; Seminar: Writing About American Culture; Visual Anthropology; Sport: In Search of the American Dream

## Technical Skills

MS Office, Adobe Photoshop, Quark Express, 3DS Max

# Iwana Eatwell

ieatwell@student.umass.edu

Cell: 413-555-1220

12 Main St., Amherst, MA 01002

**Objective:** To obtain a position in dietetics that will allow me to utilize my knowledge in nutrition, health education, and customer service skills with the opportunity to obtain my R.D.

**Education:** **University of Massachusetts Amherst** May 2006  
Bachelor of Science Major: Nutrition GPA 3.53  
Didactic Program in Dietetics anticipated May 2006

**Coursework includes:** Community Nutrition, Medical Nutrition Therapy,  
Practical Skills in Nutritional Counseling

**Languages:** Basic Spanish, basic Italian

**Computer skills:** Microsoft Word, Excel and Access

## Association Membership

**American Dietetic Association**, member since 2002

## Health Experience

**Health Educator Intern**, Seekonk Department of Health, Seekonk, NJ Summer 2005

- Worked with programs in Health Dept. Developed materials for diabetes program, alcohol/substance abuse program, and nutrition program for adults and children.
- Prepared and taught classes that emphasized good health habits such as nutrition, exercise, and better ways to prepare food.
- Helped diabetic clients learn to plan their meals and start exercise programs.
- Overcame patient fears of exercise by teaching how to use equipment correctly.

**Health Educator Intern**, Holyoke Community Clinic, Holyoke, MA Spring. 2005

- Assisted physicians and health aides in educating young people on safe sex practices and contraception.
- Visited schools and youth centers to distribute information and lead discussion groups.
- Conducted field survey of local school officials to determine level of communication with students on HIV/AIDS awareness and prevention.
- Wrote 25-page research paper on findings; presented to medical staff.

## Additional Background

**Facilities Assistant**, Yankee Pedlar Inn, Holyoke, MA Summers 2002-2004

- Answered telephones, greeted and assisted customers, and handled general administrative duties, such as filing, faxing, copying, and mailing.
- Cashier; responsible for closing the cash drawers and recording daily deposits.
- Posted billing and ran various invoices for member and non-member agencies.

**Volunteer Swim Instructor**, YMCA, Greenfield, MA 2001-2004

**Interests include:** Rugby, hiking and swimming.

# Science Student

324 Field, 171 Orchard Hill Drive Amherst, MA 01003 (413)555-5555 Scistu@yahoo.com

## EDUCATION

### UNIVERSITY OF MASSACHUSETTS AMHERST

Bachelor of Science, Biology May 2009

Minor: Wildlife Conservation

Certificate: Native American Studies

- Commonwealth Honors College
- GPA 4.0, Dean's List all semesters
- University Scholars and Commonwealth College Scholarships
- 2008 Howard Hughes Medical Institute Academic Research Internship

## EXPERIENCE

May 08-Aug 08

### RESEARCH INTERN

Konza Prairie Biological Station, Manhattan, KS

- Performed radio telemetric field study of snakes
- Searched for and monitored grassland bird nests
- Gathered extensive vegetation data
- Presented results orally at Grassland Ecology Research Symposium

June 07-Aug 07

### RESEARCH INTERN

Marine Biological Laboratories, Woods Hole, MA

- Aided in construction of project to study nitrogen retention in salt marshes
- Collected water samples and analyzed them using Lachat auto analyzer
- Assisted in collection of marsh grass samples
- Presented results orally at Young Scientist Symposium

May 06-Aug 06,  
Jan 07

### NATURAL RESOURCE VOLUNTEER

Minuteman National Historical Park, Lexington, MA

- Conducted unofficial survey of park deer population using line-transect methods
- Utilized ArcGIS computer mapping skills by examination of program
- Participated in several activities: water quality monitoring, forest vegetation monitoring, building restoration, and beaver dam management
- Worked with visiting crew in Northeast Region's long-term forest monitoring program, and Student Conservation Association crew

**OTHER  
EXPERIENCE**  
Sept 07-present

### TUTOR

University of Massachusetts Amherst Learning Resource Center

Tutor for general chemistry, biology, statistics, and wildlife courses

Feb 07-May 07

### VOLUNTEER

Richard Cronin Salmon Research Station, Amherst, MA

Assisted in feeding and handling fish, cleaning tanks

July 05, 06

### CAMP COUNSELOR

Morning Star Camp, Rindge, NH

Assistant counselor for girls ages 16-18, then 9-11; supervised girls and assisted with activities, monitored adherence to schedule and night-time safety

## SKILLS

Microsoft Word, Excel, Powerpoint; SAS 9.1.3, ArcGIS, GPS navigation, Tutor certification, working toward S130/190 Firefighter certification, radio telemetry

## **Masters Alumnus**

639 North Pleasant St.  
Amherst, MA 01003  
413-545-0813  
malumnus@gmail.com

**OBJECTIVE:** Research position in the pharmaceutical industry.

**SUMMARY:**

- Research Assistant with Dr. Kathleen Arcaro.
- Cum Laude Graduate with BS in Biological Chemistry.
- Proficient in Assay Design, Assay Completion and Data Analysis.
- MM1 (E-6) in US Navy, 6 Years of increasing responsibility and leadership in high stress Naval Nuclear Field, Engineering Laboratory Technician, Submarines, Honorably Discharged.

**EDUCATION:** **University of Massachusetts Amherst**  
Masters of Science in Molecular and Cellular Biology, February 2008  
GPA: 3.5/ 4.0  
Bachelor of Science in Biochemistry and Molecular Biology, May 2006  
Graduated Cum Laude GPA : 3.6/4.0

**Excelsior College, Albany, NY**  
Associate of Science in Applied Sciences/Nuclear Technologies, May 2001

### **Acquired Techniques:**

DNA/RNA/Protein Isolation	Mammalian Cell Culture
Western Blot	RNAi ( <i>T. brucei</i> )
Parasite Cell Culture	Quantitative Real Time rt-PCR
Flow Cytometry	Immunohistochemistry
Proliferation Assay	Migration/Invasion Assay

### **RELEVANT**

**EXPERIENCE:** **Research Assistant**, January 2006 to Present  
**Dr. Kathleen Arcaro Laboratory, University of Massachusetts Amherst**

- Worked on classification of paralemmin protein in breast cancer.
- Collaborated with Department of Pathology, Baystate Medical Center, Springfield, MA for construction of tissue microarrays and immunohistochemistry analysis.
- Poster Presentation, 98<sup>th</sup> annual American Association for Cancer Research, April 2007

**Undergraduate Research**, January 2005 to May 2006

**University of Massachusetts Amherst**

- Collaborated with Serometrix to test proliferative effects of GIP on multiple types of breast cancer.
- Poster presentation of Serometrix research at 97<sup>th</sup> annual AACR meeting, April 2006.
- Laboratory skills in molecular and cellular research and cancer biology.

### **LEADERSHIP**

**EXPERIENCE:**

- Qualified Engine Room Supervisor, in charge of five personnel, responsible for safe operation and casualty actions of nuclear propulsion plant.
- Performed duties of lead Engineering Laboratory Technician, in charge of five personnel, ensuring all reactor plant, steam plant and pure water chemistry and radiological requirements were met and properly documented.

**ACTIVITIES:**

- Associate Member, American Association for Cancer Research, 2006-2008
- Enjoy participating in team and individual athletic activities, hiking/camping, photography, performing music, skiing and traveling.