

Felix Firstyear

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1234 Main Street Amherst MA, 01003

EDUCATION

University of Massachusetts Amherst

May 2022

Bachelor of Arts, intended major in History

Cumulative GPA: 3.2/4.0

Honors/Awards: Dean's List (all semesters)

Relevant Coursework: American History, World History, Power and Inequality

Chadborne High School

Webster, MA

June 2019

High School Diploma

EXPERIENCE

Development Office, University of Massachusetts Amherst

September 2018-Present

Office Assistant

- Demonstrate attention to detail and ability to work in fast-paced environments
- Completed clerical tasks as assigned, such as filing, data entry, correspondence over email and over phone, and mass mailings

Timberlake Camp

Brown, MA

June-August 2018

Camp Counselor

- Facilitated daily arts and crafts projects for 25 elementary school-aged campers
- Coordinated with team counselors in organizing campers and major camp events

Market Basket

Webster, MA

April 2016-June 2018

Cashier

- Assisted customers in friendly and efficient manner to ensure smooth operations
- Stocked shelves and maintained cleanliness standards throughout store

CO-CURRICULAR ACTIVITIES

University of Massachusetts Amherst Outing Cub

October 2019-Present

Member

Chadborne High School Debate Team

August 2018-May 2019

President

- Competed in local debates throughout New England
- Presented to various English and Literature classes in high school on effective speaking techniques

ElderCare Best Home

Webster, MA

June 2016-August 2018

Volunteer

- Visited with elderly residents to promote social interaction five hours a week

SKILLS

Computer: Proficient in Microsoft Office, Excel, and Powerpoint, Experienced in Adobe Photoshop

Language: Spanish (limited working proficiency)

Sarah Sophomore

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EDUCATION

University of Massachusetts Amherst

May 2021

Bachelor of Science in Civil Engineering

Major GPA: 3.7/4.0

Honors: Engineering Emerging Scholar, Dean's List (all semesters)

Coursework: Intro to Civil and Environmental Engineering, Civil Engineering Measurements, Statistics, Thermodynamics, Strength of Materials, Systems Analysis and Economics of Civil Engineering

WORK EXPERIENCE

ABC Building & Remodeling

Troy, NY

May-August 2017

- Worked with construction crew, electricians, plumbers, and carpenters on residential renovations
- Gained hands-on experience from numerous projects, including barn construction, support beam replacement, and kitchen remodels

RELEVANT PROJECTS

Engineers Without Borders, Kenya

December 2016

- Traveled with UMass EWB group to help improve water quality in Kenyan villages
- Constructed new spring boxes and repaired existing boxes using local tools
- Collected water samples at various sources and analyzed quality with bacteria agar
- Educated local community on safe water storage, disinfection, and hygiene

Concrete Mix and Testing, UMass Amherst

January-May 2016

- Developed concrete mix to withstand force of 5000 psi based on properties of fine and coarse aggregates, including particle size distribution, moisture content, and specific gravities
- Performed tests on mix properties including air entrainment, and tensile and compressive stress

Surveying and Measurements, UMass Amherst

January-May 2016

- Created topographic map of local public park in four member team
- Measured elevations and surface features using total station
- Used AutoCAD to create topographic map using data collected
- Wrote technical report including project details and final map

LEADERSHIP & ACTIVITIES

Engineers Without Borders

University of Massachusetts Amherst

September 2016-Present

Secretary

- Take detailed notes at weekly Executive Board meetings
- Manage correspondence between Executive Board, advising faculty, and general members

University of Massachusetts Intramural Soccer

September 2016-Present

Co-Captain

- Organize team, schedule games, reserve fields, and communicate with members

SKILLS

Computer: AutoCAD, MATLAB, Microsoft Office, Total Station

Other: Swedish (fluent), various construction hand tools

James Junior, Jr. (he/him/his)

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www.linkedin.com/in/jamesjrjr

EDUCATION

University of Massachusetts Amherst May 2020
Bachelor's Degree in Individual Concentration (BDIC): Sports and Media GPA: 3.3/4.0
Related Coursework: Media Programming and Institutions, Media Markets and Power, Sports Marketing, Film and Television Production, Politics and Election Coverage, Journalism

RELEVANT EXPERIENCE

University of Massachusetts Amherst Athletic Department January 2017-Present
Hockey Score Keeper

- Accurately record scores of team games and scrimmages during public events
- Log statistics into computer database efficiently
- Attend staff meetings and contribute to marketing ideas

ESPN Bristol, Connecticut May-August 2019
Digital Media Intern

- Collaborated with other interns to create ten minute NFL commercial
- Developed script-writing and editing skills for various projects
- Edited daily video content from SEC Network studio shows and live SEC events
- Documented standard operating procedures

University of Massachusetts Amherst Communications Department October-May 2018
Television Broadcasting Project Member

- Developed script for sports report on Men's Varsity Soccer team
- Videotaped five minute sports report to be aired in classrooms as examples
- Elected to air sports report on UCV-TV19, a student-run public television station

Babson Sports Camps Wellesley, MA May-August 2016
Camp Counselor

- Instructed 15-35 campers between ages 6-17 in baseball, lacrosse, ice and field hockey, and volleyball
- Managed daily sign in and sign out sheets, as well as collecting necessary medical paperwork from parents

CO-CURRICULAR ACTIVITIES

University of Massachusetts Amherst Women's Club Hockey November 2017-Present
Assistant Coach

- Assist head coach with scheduling scrimmages with local colleges
- Strategize game plans with head coach and team captains

SKILLS

Adobe Photoshop • Microsoft Office • Various Social Media Platforms (Facebook, Twitter, Instagram, Snapchat, etc.) • Garage Band • Final Cut Pro X

Samuel Senior

(413) 555-1234 • samuel.senior@gmail.com • www.linkedin.com/in/samsenior • Boston, MA

EDUCATION

University of Massachusetts Amherst

May 2018

Commonwealth Honors College

GPA: 3.84/4.0

Bachelor of Science in Biochemistry

Honors/Awards: Dean's List (all semesters), University Scholars and Commonwealth College scholarship

Relevant Courses: Biochemistry, Physical Chemistry, Organic Chemistry, Genetics, Cellular and Molecular Biology

LABORATORY SKILLS

Primer Creation (Primer3 website), Gel electrophoresis, SDS-page gel, Bioinformatics (ORF finder programs, BLAST, and MFold) (limited working proficiency), Cell culture and plate development, Protein extraction and transposon, Kinetic analysis of enzymes and inhibitors, Plant gene expression analysis by RT-PCR, HPLC, UV spectrometry, thin-layer extraction, DNA/RNA extraction

RELEVANT EXPERIENCE

Research Assistant

March 2016-Present

Hiram Genomics Initiative, University of Massachusetts Amherst

- Construct partial genetic map for genome of nitrogen fixing *A. vinelandii*
- Determine role of several enzymes in metabolism of soil bacterium and plant pathogen *A. tumefaciens*
- Develop mutants for two malate dehydrogenase genes in *A. tumefaciens*
- Perform growth curves to determine purpose of four mutants in *A. tumefaciens* for malate dehydrogenase

Small Molecule Formulation Intern

June-August 2015

Biogen, Cambridge, MA

- Led research on usage of Fused Filament modeling on production of oral dosage tablets
- Used HPLC and UV spectrometry on detecting presence and concentration of API
- Performed dissolution test on differently designed tablets to test drug release rates

Teaching Assistant

January-May 2015

Organic Chemistry, Chemistry Department, University of Massachusetts Amherst

- Monitored student laboratory activities
- Assisted students in learning laboratory techniques
- Provided out-of-class aid to students having difficulties with content
- Inspected lab notebooks for proper scientific format

LEADERSHIP EXPERIENCE

President

August 2017-Present

Biochemistry Club, University of Massachusetts Amherst

- Organize events and guest speakers to present to members on current trends in field and career options
- Plan and facilitate field trips to biotechnical companies

Treasurer

August 2016-May 2017

Student Asian Scientists and Engineers, University of Massachusetts Amherst chapter

PROFESSIONAL AFFILIATIONS

• American Chemical Society • Biological Chemistry Division

ADDITIONAL SKILLS AND CERTIFICATIONS

• Laboratory and Fire Safety Certification • CPR Certified • Microsoft Office
• Adobe Photoshop • HTML • CSS • C++
• Fluent in Cantonese, Conversational in Mandarin

Taylor Transfer (they/them/their)

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EDUCATION

University of Massachusetts Amherst December 2019

Bachelor of Arts in Political Science

Holyoke Community College December 2017

Associate of Arts in Liberal Arts & Science

Honors: Dean's List

RELEVANT EXPERIENCE

Production Intern June-August 2018

WGBY-TV Springfield, Springfield, MA

- Assisted in operation of student cameras, lighting, and set construction
- Created and facilitated interviews with local politicians
- Shot and edited short commercials advertising political campaigns, WGBY, and public service announcements

Student Intern Oct 2015-May 2016

Mayor Alex Morse, Holyoke City Hall, Holyoke, MA.

- Handled phone calls and scheduling for Mayor of Holyoke
- Shadowed Mayor as he engaged in numerous public events
- Greeted citizen walk-ins and assisted them with questions or concerns

OTHER EXPERIENCE

Front Desk Employee Jan 2018-Present

University of Massachusetts Amherst Career Services

- Greet and check-in students who are walking in for career advice
- Check in employers who are holding on-site interviews
- Assist employers in creating online profile for students to browse and apply for internships or jobs
- Handle office communication, such as phone calls and emails

Home Theater Salesman Nov 2015-Jan 2017

Best Buy, Holyoke, MA.

- Assisted customers in customizing personal home theater systems
- Informed customers about various new kinds of technology and products
- Finalized purchases and created appointments for scheduled services

OTHER SKILLS

Computer: Efficient in Microsoft Word, Powerpoint, and Excel

Language: Conversational French

Gary Graduate

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EDUCATION

University of Massachusetts Amherst College of Engineering May 2024
Master of Science in Mechanical Design

University of Pittsburgh College of Engineering May 2022
Bachelor of Science in Mechanical Engineering

Relevant Courses: Engineering Design Optimization, Advanced Thermodynamics, Heat Transfer, Design of Mechanical Assemblies, Design of Mechanical Components, Senior Design Project, Manufacturing Processes, Production Planning and Control

RELEVANT EXPERIENCE

Graduate Research, University of Massachusetts June 2022-Present

- Developed a user-friendly front end semantic database containing legacy documents in collaboration with engineers at Raytheon IDS
- Functioned as member of National Science Foundation Center for e-Design, a multi-university research center developed to serve industry

Undergraduate Researcher, University of Pittsburgh August 2020-May 2022

- Worked on feature-based CAD interoperability between PTC Pro/Engineer and DS SolidWorks with funding from National Science Foundation
- Reproduced successful Pro-Engineer part files from generic XML representations

Senior Design Project, University of Pittsburgh August 2021-May 2022

- Produced four-person team, which designed innovative self-dumping wheelbarrow for elderly persons
- Used PTC Pro/Engineer to create detailed models of design, then imported into ANSYS for thorough failure analysis
- Worked with \$200 budget by 44% to build working prototype, which was awarded 2nd place in Senior Design Competition
- Completed prototype ahead of schedule in order to extensive reliability and user testing
- Prepared robust report to document entire research process

Intern, H.H. Arnold Co., Inc., Rockland, MA May 2021-August 2021

- Worked alongside seasoned machinists, seeing several parts through machining process to final assembly
- Worked under 1/1000th inch tolerances while using CNC lathe to build transmission shafts
- Saw ink nozzle through milling, minor assembly, and major assembly into wire printing machine

COMPUTER SKILLS

- Proficient with PTC Creo, Pro/Engineer, SolidWorks, ANSYS, MATLAB
- Programming in MATLAB, Java, XML, SPARQL, HTML, C++, Visual Basic

PUBLICATIONS

- **Graduate, G.**, et al. (2022). Integrating Biological and Engineering Ontologies. In DETC2014-13527, IDETC/CIE.
- Altidor, J., Wileden, J., **Graduate G.**, et al. (2021). A programming language approach to parametric CAD data exchange. In DETC2012-48530, IDETC/CIE.

INTERESTS

Cars, vintage motorcycles, RC helicopters, building personal computers

Ariel Artisté

(she/her/hers)

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ariel.artiste@gmail.com

www.linkedin.com/in/aa4495

www.wix.com/ariel-artiste-portfolio

EDUCATION

University of Massachusetts Amherst
Master of Arts in Design

May 2019

Mount Holyoke College

Bachelor of Arts in Art History and Architecture

May 2017

GPA: 3.67/4.0

Honors/Awards: Mary Lyon Fellowship Award, Cum Laude

Ca' Foscari University of Venice

January-May 2016

- Language intensive study abroad opportunity studying gothic art and architecture

PROFESSIONAL EXPERIENCE

Mass MoCA, North Adams, MA

May 2016-August 2016

Curation Intern

- Studied art of curation placement and design under Director of Operations
- Collaborated with other interns to curate and create dynamic and integrative gallery

Island Exterior Fabricators, Boston, MA

May 2015-August 2015

Façade Designer Intern

- Assisted in designing exterior renovations on 106-year old building
- Practiced extensive digital modeling and building coordination using BIM
- Review building schematics with site director

Mount Holyoke College Art Museum

January 2014-April 2017

Student Gallery Guide and Curator

- Led tours of galleries for patrons of museum
- Assisted in curation of various galleries with professional curatorial staff

CO-CURRICULAR ACTIVITIES

Queer Artists Coalition, Mount Holyoke College

September 2013-April 2017

President

- Curated exhibits for student center highlighting queer artist stories and artwork

PROFESSIONAL AFFILIATIONS

The American Association of Architectural Students, American Architectural Foundation

SKILLS

Computer: AutoCAD, BIM, Rhino, Inventor, Revit, Microsoft Office, various social media platforms (Facebook, LinkedIn, Twitter, Instagram, etc.)

Language: Italian and American Sign Language (fluent)

SAMPLE Ph.D. RESUME - PAGE 1 OF 2

Aryan H. Chada

Department of Chemical Engineering
University of Massachusetts Amherst
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achada@umass.edu

- Summary** Four years of collaborative work experience with industry involving on-site work at research laboratories. Four years of experience in designing and building setup for vacuum drying of pharmaceutical products. Experimental expertise in tray and filter drying, and using online mass spectrometry to predict drying performance. Computation expertise in nonlinear system modeling, optimization, transport phenomena, and data analysis.
- Education** **Ph.D. in Chemical Engineering** Fall 2012 - June 2017 (anticipated)
University of Massachusetts Amherst, Amherst, MA **GPA: 3.96/4.00**
- B.Tech. in Chemical Engineering (Minor: Chemistry)** Fall 2008 - Spring 2012
Indian Institute of Technology Madras, Chennai, India
Among the top 1% to receive the National Talent Search Examination scholarship 2007
- Research Experience** **Graduate Research Assistant**, Department of Chemical Engineering Fall 2012 - present
University of Massachusetts Amherst, Sunovion Pharmaceutical Inc.
Supervisors: Prof. Michael A. Henson, Dr. Kostas Saranteas
Used an integrated experimental and computational approach to research, analyze, and resolve issues in vacuum tray drying. Extending the methodology to agitated Nutsche filter drying.
- Designed and built system to study vacuum tray drying using on-line mass spectrometry
 - Established methodology and parameters to use mass spectrometry as a PAT tool based on Quality by Design (QbD) principles to predict the end point of drying
 - Tested and validated methodology successfully at laboratory and pilot scales. **Methodology reduced drying process time up to 70%**
 - Extending the methodology to agitated Nutsche filter dryers
 - Developing a multiphase transport model for drying to optimize vacuum drying process used during manufacturing of pharmaceutical products
 - Creating software to analyze data in real time from instruments used in the drying process to predict drying end point and solvent content in material
- Research Assistant**, Department of Chemical Engineering Fall 2011 – Spring 2012
Indian Institute of Technology Madras, Combustion and effects of radiation in glass manufacturing
Supervisors: Prof. Niket Kaisare, Prof. Shankar Narasimhan
- Developed a mathematical model that qualitatively captures dynamics of the glass melting process targeting control on glass quality, fuel consumption and NOx emissions
 - Incorporated a simplified module to capture effects of radiation to reduce computational time significantly (order of 106)
- Industrial Experience** **Chemical Engineering Intern** Summer 2011
Research & Development, ABB, Bangalore, India
- Oxygen delignification and bleaching models for pulp production
 - Constructed individual modules for pulp production using the tool Modelica for Dymola
 - Solved connected modules to understand the effect of variation in inputs on outputs
 - Developed a complete fiber line setup to be used for control and optimization
- Chemical Engineering Intern** Summer 2010
Study & Optimization for Horlicks TM Manufacturing, Punjab, India
- Redesigned and constructed 3D model of the mashing section. Eliminated bends in the flow path by 30% and valves by 15% leading to reduction in viscous losses
 - Studied steam consumption and pump load in multiple sections and proposed appropriate improvements to increase efficiency

SAMPLE Ph.D. RESUME - PAGE 2 OF 2

- Experimentally studied moisture content in food product and concluded optimal cooling time to maximize product throughput
- Modifications implemented save USD 90000 per annum

Independent Projects

- In-vitro study of dynein driven motility**, Department of Biology Spring 2015 - Summer 2015
University of Pennsylvania, Collaborator: Swathi Ayloo
- Developed GrAND algorithm to capture trajectory reversals during the motility of dynein
 - Created interactive analysis tools used to analyze and quantify parameters depicting the state of motion of dynein
 - Simulated synthetic trajectories with different ratios of Brownian and processive motion that were used to validate experiment data of dynein driven motility

- Quad rotor based on the principle of coanda effect** May 2009 - October 2009
Indian Institute of Technology Madras, Spirit of Engineering Project
- Designed and hand crafted a working model of quad rotor using specialized materials like depron and balsa wood to maximize performance to weight ratio
 - Functioning prototype was displayed at Shaastra (technical festival IIT Madras)

Teaching Assistant

- TA for Process Dynamics and Control (ChE 446) and Mathematical Modeling (ChE 361)
- Created interactive code to tutor students in MATLAB & Simulink

Computer Skills

- Programming Languages:** Matlab, C++, Visual Basic, Fortran, Scilab, Python, Dymola
Scripting Tools: LATEX, HTML, Modelica
Application Software: Microsoft Office, Aspen, Photoshop, Illustrator, InDesign

Publications

- **Aryan H. Chada**, Kostas Saranteas & Michael A. Henson, "Using Online Mass Spectrometry to Predict the End Point during Drying of Pharmaceutical Products", **Organic Process Research & Development**, DOI: 10.1021/op400272t (2016)
- **Aryan H. Chada**, Kostas Saranteas & Michael A. Henson, "Multiphase Transport Modeling for Vacuum Drying of Pharmaceutical Products" (*In prep*)
- Swathi Ayloo, Jacob E. Lazarus, **Aryan H. Chada**, Mariko Tokito, E Michael Ostap & Erika L. F. Holzbaur, "Dynactin functions as both a dynamic tether and brake during dynein-driven motility", **Nature Communications**, DOI: 10.1038/ncomms5807 (2016)

Selected Conference Presentations

- **Aryan H. Chada**, Kostas Saranteas & Michael Henson "Transport Modeling of Vacuum Drying Dynamics", Process Systems Engineering Consortium, Amherst, MA, USA, 2016
- **Aryan H. Chada**, Kostas Saranteas & Michael Henson "Using On-Line Mass Spectrometry to Predict the End Point During Drying of Pharmaceutical Products", AIChE, San Francisco, CA, USA, 2015
- **Aryan H. Chada**, Kostas Saranteas & Michael Henson "A Vacuum Contact Drying System for Dynamic Model Development", Process Systems Engineering Consortium, Santa Barbara, CA, USA, 2014
- **Aryan H. Chada**, Kostas Saranteas & Michael Henson "Prediction and Optimization of Filtration in Pharmaceutical Industry", Process Systems Engineering Consortium, Amherst, MA, USA, 2013

Extracurricular Activities

- General Secretary (2013-14), Art adviser and Web administrator (2014-15) for Indian Student Association at UMass Amherst
- Designed logo and shirt for the Chemical Engineering Graduate Society at UMass Amherst and for Chemical Engineering Society at IIT
- Member of Athletics team for shot put, discus throw and javelin throw at IIT (2009-10)

Resume Checklist

(Applicable to ALL resume types)

Questions to Ask Before Reading:

- How will you be using this resume? Who is your audience? What is the field of study?
- What are some key characteristics, qualities, and skills that exist in the position that you're striving for? Have you included said traits/skills in your resume? Are you planning on including them in your cover letter?

Personal Information:

- Located at top of page in header and doesn't take up more than 3 lines
 - Name is at least two sizes larger than the rest of your resume
- Address is your most convenient mailing address closest to where the position is based
- Phone number includes area code and is formatted professionally, i.e. (413) 555-5555
- Email is professional and is a derivative of your name, i.e. bobsmith@gmail.com, and the hyperlink is removed
 - If you are within a year of graduating, DO NOT USE YOUR UMASS EMAIL.
- LinkedIn URL is included and hyperlink is removed

Education:

- Include the degree you are obtaining: Bachelor of Arts, Science, In Concentration...
- Consider listing other possible colleges/schools if space allows (Isenberg School of Management, etc.)
- List degrees in reverse chronological order (most recent first)
 - You should not include your high school diploma after your sophomore year.
- List the future month and year of your graduation (no start date necessary)
- Include GPA if above 3.0, specifying if it is your major GPA or cumulative GPA (put whichever is higher!)

Experience:

- List experience by most relevant to field you are heading towards
- Include title of position (Assistant Manager, Cashier, Intern, etc.)
- Full name of company/organization/volunteer group
- City and state where company is located (not street address or zip code), month and year held
- Action statements include relevant skills, accomplishments, results (use numbers to quantify experiences)

Formatting:

- Demonstrates clear and consistent pattern all the way through
- Tenses are in alignment with dates (present tense if current position, past if past)
 - In present tense, no use of the "ing" form, i.e. Use **Perform** versus Performing
- Free of typos, spelling mistakes, and grammatical errors
- Bulletpoints, bolding, italics, and other forms of highlighting are used consistently, but sparingly
- Eliminate personal pronouns (my, he, she, they, theirs, etc.) and articles (the, a, an, etc.)
- Font is Times New Roman or Calibri ONLY
- Resume is one page unless you are applying to graduate school or are a Master's/Ph.D. student

Self-editing:

- Was there at least one skill (strong action verb) found within each bullet that you wrote?
- If you're a science student going into research, did you include laboratory techniques that you possess?
- Have you included the most important and relevant skills needed for your career field? (Computer, languages, etc)
- Are your section headings appropriate for what you've included in each section?