




OFFICE OF CAREER PLANNING

Resume Writing



WOOSTER

Advising, Planning, Experiential Learning



Resume Overview

This guide serves as general advice for resume writing, use this guidebook in conjunction with Career Planning staff that will offer individual guidance.

Purpose

Start the writing process by reflecting on your experiences and the skills you want to showcase in your resume. Below are suggestions to develop your resume:

- Highlight **transferable skills** with **action verbs** instead of listing job duties
- **Avoid resume templates** or generators, consider a Word document for the flexibility
- List items in **reverse chronological order**, or most recent experiences listed first

Format

Elements that make your resume stand out, include:

- 1-page, single spaced, and margins between .5"–1"
- Use the same, easy to read, not overly stylized font, and 10–12-point size
- Make sure to convert the resume to a PDF once finished labeled with your last name
- Include the same contact heading that is on your cover letter

Optional

Below are other sections you can add to strengthen your experiences and diversify your skills; these can be separate sections or included within the Experience section:

- Research, laboratory, or publication experiences or skills
- Relevant projects or assignments
- Volunteer and community service work
- Extracurriculars and leaderships roles
- Skills section or skills summary
- Memberships to professional organizations or conference presentations

Essentials

Contact Information

- Full name, phone number, and email
- LinkedIn or relevant career webpages
- City and State

Education

- Name and location of the institution, and date of graduation listed as month and year
- Degree type, typed out – Bachelor of Arts, Music, Music Education, or Music Therapy
- Major, Minor, Pathway, and GPA if above 3.0
- Academic honors and relevant coursework, as it applies
- Off campus study – study abroad, or TREKs

Experience

- Consistently label the organization's name, location, position, and dates of experience
- Concisely and briefly state transferable skills acquired using powerful action verbs
- Describe the actions you took and the results of those actions
- Write with active voice, avoiding personal pronouns like "I" and "we"
- **Be sure to include Independent Study** (either in the Experience or Education section)

Meet with a Career Planning staff member to help determine how to include optional sections

Skills Employers View as Important from Graduates

Below are skills employers view as important from college graduates organized with the College of Wooster Graduate Qualities which are qualities that College of Wooster graduates should demonstrate, in bold:

Independent Thinking

- Critical Thinking
- Work Independently
- Lifelong Learning
- Career and Self Development

Effective Communication

- Presentation Skills
- Oral Communication
- Written Communication

Integrative and Collaborative Inquiry

- Innovation and Creativity
- Analyze and Interpret Data
- Locate, Evaluate, and Use Information in Decision Making
- Integrate Ideas and Information Across Settings and Contexts

Global Engagement

- Communicate and Work with People from Different Cultural Backgrounds
- Global Learning
- Intercultural Knowledge

Dynamic Understanding of the Liberal Arts

- Digital Literacy
- Quantitative Reasoning
- Application of Knowledge in Real World Settings
- Working with Statistics and Numbers

Justice and Civic Responsibility

- Ethical Judgement and Decision Making
- Self-Motivated
- Civic Engagement
- Equity and Inclusion

Employers are More Likely to Hire Graduates with These Experiences

- **Internship/apprenticeship** with a company/organization
- **Project** in community with people from diverse backgrounds
- Multiple courses requiring **significant writing** assignments
- **Research project** done collaboratively with peers
- Advanced, comprehensive **senior project/thesis**
- **Service-learning** project with community organization
- **Study abroad** program

AAC&U. (2022). Values rubric. <https://www.aacu.org/initiatives/value-initiative/value-rubrics>

AAC&U & Hart Research Associates. (2018). Fulfilling the American dream: Liberal education and the future of work. <https://dgmg81phvh63.cloudfront.net/content/user-photos/Research/PDFs/2018EmployerResearchReport.pdf>

AAC&U, Findley, A. (2021). How colleges contribute to workforce success: Employer views on what matters most. <https://dgmg81phvh63.cloudfront.net/content/userphotos/Research/PDFs/AACUEmployerReport2021.pdf>

NACE. (2021, March). Career Readiness: Competencies for a career-ready workforce. <https://www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr2021.pdf>

Powerful Action Verbs

Use powerful action verbs to describe your experience and skills

MANAGEMENT

Developed
Planned
Organized
Executed
Supervised
Assigned
Directed
Coordinated
Analyzed
Prioritized
Delegated
Recommend
Evaluated
Administered
Produced
Oversaw
Spearheaded
Centralized

FINANCIAL

Calculated
Computed
Planned
Managed
Budgeted
Solved
Accounted
Audited
Appraised
Researched
Analyzed
Prepared
Detailed
Accuracy
Allocated
Administered
Quantified
Developed

RESEARCH

Clarified
Surveyed
Interviewed
Investigated
Inspected
Gathered
Synthesized
Examined
Diagnosed
Reviewed
Discovered
Evaluated
Critiqued
Perceived
Collected
Composed
Interpreted

TEACHING

Influencing
Persuaded
Briefed
Informed
Encouraged
Communicated
Advised
Guided
Coached
Instructed
Explained
Invented
Adapted
Facilitated
Persuaded
Mastered
Marketed

COMMUNICATION

Influenced
Innovated
Helped
Directed
Motivated
Reasoned
Developed
Recruited
Created
Negotiated
Liaised
Arranged
Mediated
Reconciled
Write
Interpreted
Presented
Collaborated

ASSISTING

Related
Guided
Led
Referred
Rendered
Attended
Cared
Sensitivity
Listened
Advocated
Spoke
Directed
Perceived
Supported
Accomplished
Launched
Negotiated
Simplified

CREATIVE

Innovated
Developed
Created
Imagined
Designed
Planned
Conceptualized
Synthesized
Integrated
Abstracted
Generated
Perceived
Memorized
Visualized
Drafted
Performed
Originated

DETAIL

Approved
Validated
Retained
Executed
Dispatched
Responded
Followed
Enforced
Arranged
Varied
Memorized
Acquired
Administered
Justified
Discovered
Addressed
Devised

Name

Email | Phone | Wooster, OH | LinkedIn

Education

The College of Wooster, Wooster, OH

Expected Graduation: May 2026

Degree: Bachelor of Arts

Projected Major: Music Education

Honors: Dean's Scholarship

Paramus High School, Paramus, NJ

Graduation Date: June 2022

Honors: Tri-M Music Honor Society

Experience

The College of Wooster Music Department Wooster, OH

September 2022-Present

Usher

- Regulated entry and exit from a performance venue
- Maintained a respectful and appropriate environment for performers
- Distributed tickets and programs to patrons

Paramus Public Library Paramus, NJ

Summer 2022-Present

Summer Reading Program Assistant

- Guided K-5 students in individual reading programs
- Recorded students' reading habits using Beanstalk software
- Assisted parents in motivating children to read

New York Renaissance Faire Tuxedo Park, NY

Summer 2022-Present

House Band; Performing Arts

- Interacted with patrons through improvisational acting
- Accompanied cast performances with violin music
- Provided other cast members with transcribed sheet music

Leadership / Activities

Wooster Symphony Orchestra Wooster, OH

August 2022-Present

Assistant Principal Chair - 2nd Violins

Interfaith Scholars Wooster, OH

October 2021-Present

- Selected to meet weekly with other College of Wooster students to discuss topics regarding faith and religion

A Round of Monkeys (Acappella Singing Group)

September 2021-Present

Music Director 2018-2019

- Select and arrange new music; teach parts to members of the group

Skills

Language: English as first language, basic Korean and German, proficiency in Hangul handwriting

Technical: Competent with Microsoft Word, PowerPoint, Google Docs, MuseScore; familiar with Microsoft Excel

Communication: Strong written and oral skills acquired from writing assignments and speaking to groups of all ages

Name

Phone

Email

Wooster, OH

EDUCATION

The College of Wooster, Wooster, OH

Expected Graduation: May 2024

Degree: Bachelor of Arts **Major:** Neurobiology **Pathway:** Activism and Social Change **Cumulative GPA:** 3.7

Honors and Awards: Tri-Beta, Nu Rho Psi, Dean's List

LABORATORY AND RESEARCH EXPERIENCE

Northwestern Feinberg School of Medicine, Chicago, IL **Research Assistant**

June—August 2022

- Worked in the Ridge lab of the Pulmonary and Critical Care Division
- Explored a gene of interest and its possible role in the protection of vimentin knockout mice against the flu virus

The College of Wooster, Wooster, OH

Senior Independent Study Thesis

January 2022-present

- Exploring the interplay between early and later life nutritional conditions on learning and memory
- Created a study that simultaneously tests the match-mismatch hypothesis and the cumulative stress hypothesis
- A three-semester research project that will result in a 60+ page thesis and an oral defense

Department of Chemistry Peterson Lab, Research Assistant

September-December 2021

- Worked towards the goal of optimizing chemical ligation of peptide sequences
- Modified existing procedures to increase the scale and yield of previously determined functional intermediates

Department of Chemistry, Teaching Assistant

January - May 2021

- Selected by professor and worked as a teaching assistant for a Chemistry 112 Laboratory course
- Assisted students with laboratory experiments and graded lab reports weekly

HEALTHCARE EXPERIENCE

The College of Wooster, Wooster, OH **Assistant Athletic Trainer**

October 2021- present

- Assisted the athletic trainers with the care and management of college athletes
- Provided first aid treatment during practices and matches

Wooster Community Hospital, Wooster, OH **Health Coach**

September 2021- present

- Completed semester course taught by Wooster Community Hospital healthcare professionals
- Trained in taking vital signs and CPR; assigned two patients to meet with regularly
- Met weekly with patients and assisted with medication management
- Encouraged individual patients and provided support to achieve desired health goals
- Provided feedback on patient's progress at biweekly team meetings with nurses, doctors, social workers and fellow health coaches

Pediatric Center of Excellence, Lusaka, Zambia **Intern**

May - July 2020

- Provided assistance in the Pediatric electroencephalography (EEG) laboratory and the Early Infant Diagnosis lab for HIV (EID)
- Shadowed different healthcare professionals including: pediatric neurologists, occupational therapists, speech therapists, physiotherapists, EEG technicians, research assistants and molecular biologists
- Assisted EEG technician with running tests on children with a variety of seizure disorders

CAMPUS LEADERSHIP EXPERIENCE

Pre-Health Club, Co-President

April 2023- present

- Worked with co-president to arrange visiting speakers and community service activities

Office of Admissions, Senior Admissions Intern

February 2022-present

- Interviewed prospective students, interacted with families, and represented the College at college fairs

International Students & Scholars Services, Zambia's Student Ambassador

August 2020- May 2021

- Awarded a grant to travel to Zambia to conduct research on Zambian culture, history and socioeconomic matters. Gave presentations about Zambia to audiences in the Wooster community and on campus

Name

Wooster, OH 44691

Email

Phone

EDUCATION

The College of Wooster, Wooster, OH **Degree:** Bachelor of Arts Expected Graduation May 2024
Major: Women's Gender & Sexuality Studies **GPA:** 3.5 **Honors:** Dean's Scholarship, Dean's List

DIS Stockholm, Sweden Fall 2022
Program: Gender & Sexuality, Human Trafficking, and week-long trips to Berlin, Germany and Uppsala, Sweden

INTERNSHIPS

Lesbian Gay Bisexual Transgender Community Center, Cleveland, OH Summer 2022

APEX Fellow

- Applied through a competitive process and awarded funding to complete two 8-week internships
- Assisted director with planning meetings and coordinating events
- Created brochures about LGBTQ issues
- Attended outreach programs within the community
- As an APEX Fellow, required to present internship experience at campus events

9to5 National Association of Working Women, Atlanta, GA Summer 2021

CAMPUS LEADERSHIP EXPERIENCE

Scot's Watch January 2022 – Present

- Learn about race, gender, and cultural differences on a college campus
- Educate others on cultural competency

Black Women's Organization January 2021 – Present

- Attend all bi-weekly meetings and engage in events and activities

The Black Student's Association September 2020 – Present

Secretary (February 2015 – May 2017)

- Take minutes of each board and general assembly meeting
- Keep a record of the organization's events and activities
- Receive agenda items from committee members

The Women of Images September 2020 – Present

Co-President (February 2016 – Present); **Treasurer** (February 2015-2016)

- Ensure that an agenda is planned for board and general assembly meetings
- Coordinate all events and activities for the organization
- Work with executive board to make sure all assigned tasks are completed

Teaching Assistant for Writing Workshop August 2021 – December 2021

- Assisted students on writing assignments and peer review papers

CAMPUS EMPLOYMENT

Writing Center January 2022- Present

Receptionist

- Greet and assist students with weekly appointments

Scot Center September 2021 – Present

Public Relation Officer

- Record the volleyball and basketball statistics for games and update scores for online viewers
- Post-game information on social media sites

Scot Lanes

Operations Associate January 2020-Present

- Assist students with equipment
- Take care of the maintenance of the bowling alley

Name
Email | Phone
EDUCATION

The College of Wooster, Wooster, OH **Expected Graduation:** May 2023
Degree: Bachelor of Arts **Major:** Business Economics **Minor:** Spanish **Pathway:** Entrepreneurship
Honors: The Posse Foundation Full Tuition Leadership Scholarship

EXPERIENCE

The Posse Foundation Atlanta, GA June – August 2022
Summer Intern

- Research grant proposals while investigating donor prospects
- Manage logistics for career workshops and events, including data, marketing, and moderating panels
- Wrote scholar articles for the Posse local and national newsletters

Tracy Wyatt Recreation Center College Park, GA June 2021 – August 2022
Head Camp Counselor

- Facilitated daily discussions of social concepts with camp youth
- Pioneered a creative strategy to ensure the safety of campers

Akron's Children's Hospital – The Commons Pilot Program Akron, OH March – April 2021
Consulting Team Leader

- Developed an application for simplifying the healthcare process for adolescent teens and parents
- Collaborated with professional leaders and consultants to develop business outline and minimal viable products

The Sovereign Order of Malta Pécs, Hungary June – July 2020
Consulting Team Leader

- Increased cultural influence and communication while persevering through language and cultural barriers
- Led a group of culturally diverse scholars and orchestrated charitable program for marginalized communities
- Created a social entrepreneurial program that provided transportation for impoverished communities

LEADERSHIP

Tartan Talk Committee Wooster, OH October 2020 – Present

- Selected to meet biweekly with APEX staff to plan inspirational talks intended to positively impact students
- Assisted with marketing by developing unique strategies to appeal to students from all backgrounds

Posse PLUS SUMMIT Deloitte Leadership Center Houston, Texas January 2020 - Present
Student Representative for The College of Wooster

- Elected to represent Wooster Posse to discuss the state of our union along with 150 Nationwide Scholars
- Presented groundbreaking ideas and strategies to diminish social inequality on national TV via Telemundo

1st Place International Video Pitch Competition Wooster, OH March – April 2019

- Developed business proposal for innovative digital application aimed at promoting balance between smartphone usage and healthy lifestyles through a shared economy
- Facilitated group discussions with diverse populations
- Designed, produced, and presented two-minute video pitch for the application

SKILLS AND INTERESTS

Technology: Final Cut Pro, iMovie, Adobe Premiere Pro, Adobe Light Room, After Effects, Canva, Microsoft Office

Language: Proficient in Spanish

Professional/Communication: Presentations, Strategic Planning, Teambuilding, Time Management

Interests: Barbering, Fishing, Paintball, Piano, Videography

Certification: CPR-Certified, QPR-Certified

Name

Wooster, OH ▪ 44691 ▪ Phone ▪ Email

EDUCATION

The College of Wooster, Wooster, OH

Bachelor of Arts, May 2023 **Double Major:** Political Science and Religious Studies

Honors: Dean's Scholarship

Study Abroad: The University of Edinburgh, Edinburgh, Scotland, Fall 2021

RESEARCH

Senior Independent Thesis: *"How Inclusive Nationalism Implemented by the State can Prevent an Increase in Religious Polarization."* Fall 2022-Spring 2023

- A year-long research project which culminates in a 130+-page research paper with an oral defense and two oral presentations.

Religious Studies Junior Independent Study: *"Religious Signs, Myths and Narratives and Political Leaders"* Spring 2022

- A semester long research project that culminated in a 25-page research paper

Political Science Junior Independent Study: *"The State's Use of Religious Symbols in Creating Discriminatory Policies"*

- A semester long research project devising a research plan and analyzing research methodologies Fall 2022

EXPERIENCE

The College of Wooster Theater Department, Wooster, OH

August 2020-Present

Assistant

- Worked with technical design and product management to ensure design packages were accurate and complete.
- Let out and took in seams in suits and other garments to improve fit. Repaired and replaced defective garments.

The Lunchbox, Visalia, CA

May 2019-January 2022

Caterer

- Answered telephone calls and responded to inquiries.
- Trained kitchen staff on proper use of equipment, food handling, and portion sizing.
- Managed food delivery for 200+ guests for special events.
- Helped with preparation, set-up, and service for catering events.

Visalia United Methodist Church, Visalia, CA

Summer 2019

Intern

- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Maintained appropriate filing of personal and professional documentation.
- Wrote reports, executive summaries and newsletters.
- Filed paperwork and organized computer-based information.

LEADERSHIP & ACTIVITIES

Religious Studies Club

January 2021-May 2023

Political Science Club

January 2021-May 2023

Inter-Greek Council- Treasurer

August 2020-May 2021

Alpha Gamma Phi- Alumni Chair, Special Event Coordinator, Inter-Greek Council representative

October 2019-May 2021

One Act Play: Acting, Directing, Designing- 3 years

August 2019- May 2022

COMMUNITY SERVICE EXPERIENCE

Wooster Community- College Relations Community Service

August 2018-May 2022

Relay for Life

Spring 2021

EF Tours Greece, Italy, Turkey, France, England, Vatican City

Spring 2020

Student Ambassador People to People International France, Germany, Switzerland, Spain

Fall 2020

Name

Wooster, OH 44691 ▪ Phone ▪ Email

EDUCATION

The College of Wooster, Wooster, OH

Degree: Bachelor of Arts

Major: Biochemistry and Molecular Biology

Graduation date: May 2023

GPA: 3.4

Honors: College Scholar Award, Dean's List

Junior Independent Study Thesis: *Chemotaxis and Inducible Antibiotic Resistance in Escherichia Coli*. Devised a plan and research goals for Senior Independent Study Thesis

Relevant Coursework: Organic Chemistry, Biochemistry, Techniques in Biochemistry and Molecular Biology, Molecular and Cellular Biology, Evolution, Neurobiology, Human Physiology, Statistics & Experimental Design, Human Neuropsychology, Foundations of Physics

RESEARCH EXPERIENCE

Senior Independent Study Thesis, The College of Wooster, Wooster, OH

May 2022-Present

- Explored the link between Chemotaxis and inducible antibiotic resistance using E. Coli
- Knocked out genes in bacteria via transduction
- Exposed genes to chemoattractants and chemorepellents to determine levels of resistance
- Will result in a 70+ page thesis, an oral defense and presentation at I.S. Symposium

The Ohio State University, Columbus, OH, *Dr. Teresa Morishita Lab*

Summer 2022

- Performed antimicrobial susceptibility tests
- Practiced taking blood samples from chickens and completed necropsies of pheasants
- Identified bacteria colonies using identification test, such as TSI, SIM, Gram Stains, and different media
- Research currently in process of being published

The Ohio Agricultural Research and Development Center, Wooster, OH, *Dr. Qijing Zhang Lab*

Summer 2021

- Investigated Campylobacter in poultry
- Plated samples, performed ELISAs, ran PCRs, executed electrophoresis gels
- Research published in [Journal of Applied Microbiology](#)

LABORATORY & TECHNICAL SKILLS

Laboratory: Thin Layer Chromatography (TLC)

Affinity Column Chromatography

Antimicrobial Susceptibility Testing

Infrared Spectroscopy (IR)

DNA and Protein Electrophoresis

Polymerase Chain Reaction (PCR)

Enzyme-Linked Immunosorbent Assay (ELISA)

Technical: Microsoft Excel, PowerPoint, Word, Chem Draw and SPSS

COLLEGE WORK EXPERIENCE

Office of Residence Life

August 2020-Present

Resident Assistant

- Trained in conflict management and mediation
- Served 44 students in first-year hall; currently serving 27 students in upperclassman houses
- Planned and implemented reflective and dynamic programming

Department of Chemistry

August 2019-May 2020

Chemistry Lab Grader

- Met with student graders and laboratory professor to communicate expectations for laboratory reports to ensure universal grading standards
- Evaluated student laboratory reports including written work, graphs, tables and assigned a fair grade

LEADERSHIP & EXTRACURRICULARS

Wooster Volunteer Network, Executive Board 2021-Present

Chemistry Club, 2019-Present

First Year Program Council, 2019-2020

Peace By Peace, 2019-2020

Name

Email Phone LinkedIn
Wooster, OH 44691

Education and Honors

The College of Wooster, Wooster, OH **Degree:** Bachelor of Arts **GPA:** 3.5 **Graduation:** May 2023
Major: History **Minor:** Theater

Honors: Departmental Honors, cum laude, Deans List, NCAC Academic Honor Roll, Dean's Scholarship, OFIC Scholarship

Senior Independent Study Thesis, *Reforming the Victorian Woman: Femininity and Fashion in Victorian America 1850-1900*, a year-long research project, resulted in a 126 page thesis, oral defense, and IS Symposium Presentation April, 2017

Junior Independent Study Thesis, *Halston and Diane von Furstenberg: Fashioning the "New Woman" in 1970s America*, a semester-long research project, resulted in a 67-page paper

Study Abroad: Wooster Summer in Tuscany, completed two courses in medieval history Summer 2022

Related Experience

The Ohio Light Opera Wooster, OH *Run Crew* Summer 2023

- Professional non-profit light opera company staging seven theatrical productions in three months, worked between technical shops (scenic, props, costumes, and wardrobe) and as run crew for five of the seven shows.

Wooster's Promise Live! Wooster, OH *Performer* March 2023

- Collaborated with a professor, production manager, and alumni to create and present a script for the Wooster Promise marketing campaign that successfully improved Wooster's endowment.

The College of Wooster Theater Department Wooster, OH *Costume Shop Assistant* August 2019-March 2023

- Assisted the Costume Manager in altering, constructing, and fitting costumes for two theater productions and two dance concerts yearly.
- Created spreadsheets and entered data in Microsoft Excel, filed patterns, copied documents, printed shipping labels, recorded inventory, organized stock, and sorted large donations of 4+ bags.

Alice Noble Ice Arena Wooster, OH *Learn to Skate Instructor* August 2019- January 2023

- Created weekly lesson plans and taught children ages 3-10 and adults the fundamentals of figure skating.

Skills

Computer: Proficient with Microsoft Office (Word, Excel, Power Point, Publisher) and Google Docs to produce documents, spreadsheets, and presentations for courses or employers.

Scheduling/ Organizational/Time Management: Demonstrated ability by juggling academics, athletics, extracurricular activities, and two jobs at college while maintaining a 3.5 GPA and meeting all assignment deadlines.

Note Taking: Took detailed notes for college courses and created Google Docs pages for 5+ team presentations per semester, which allowed members to easily exchange notes and ideas.

Communication: Excellent verbal skills acquired from interacting with customers, patrons, employers, and students. Exceptional written skills completing 3-5 papers per course and Independent Studies theses.

Troubleshooting skills: Acted immediately to the abrupt departure of a props artisan on show day, trained incoming artisan and continued staging the show.

Creativity: Designed costumes for five shows through a costume design course. Exhibited creative problem solving skills as a costume shop assistant when issues arose with costumes or props.

Employment

Kohls Columbus, OH *Kohls Associate (Point of Sale)* Summer 2018-2019

Jersey Mike's Subs Columbus, OH *Associate* Summer 2017

Mozart's Café and Bakery Columbus, OH *Front Counter Manager/Hostess* Summer 2016

Leadership & Activities

Wooster Varsity Women's Tennis, Team Member/Player Coach 2020-2023

Ballroom Dance Club, Secretary/Historian, 2020-2023

Common Grounds Coffee Shop, 2020-2023

Blackbirds Irish Dance, 2020-2021

Name

Phone - Email

Education

The College of Wooster, Wooster OH

Degree: Bachelor of Arts, May 2023

Major: Art History **GPA:** 3.889

Honors: Dean's List, Dean's Scholarship

Senior Independent Study Thesis: *A Masquerade of Gender: The Study of the Power and Influence of the Female Gender Through the Visual Culture of Sande Masks and Masquerades.* A year-long research project which culminated in a 96-page research paper, oral defense, and presentation at Independent Study Symposium, Ebert Art Gallery, The College of Wooster, April 2023

Junior Independent Study Thesis: *Royal Animal Imagery on Akan Linguist Staff Finials and their Political Statements of Power and Kingship: Lions, Elephants, and Leopards in the Royal Arts of the Akan.* A semester-long research project, which resulted in a 23-page research paper.

Significant Art and Art History Coursework

Museum Studies

Spring 2023

- Wrote a thorough research paper and provided an extended object label on Lega Bwami hats for the spring gallery exhibition at The College of Wooster Art Museum.
- Collaborated with three other students to research High Museum of Art, Georgia and wrote the section of Collections and Exhibitions for the research paper. Presented a PowerPoint presentation to the class.

African Art

Spring 2022

- Wrote a semester-long research paper on Sande masks that prompted further research for Senior Independent Study on Sande masks and masquerades.

Introduction to Drawing

Fall 2021

- Researched Marisol Escobar and presented biography to the class.
- Built a large portfolio of a range of different works completed throughout the semester.

Work Experience

Patricia Haney, Flourtown, PA *Childcare Provider*

June - August 2020, 2021, 2022

- Provided childcare for one girl and one boy, ages 3 and 5 years at beginning of employment.
- Fed, disciplined, transported, scheduled, taught basic science, and provided all necessary care.

St. Paul's Nursery School, Glenside, PA *Classroom and Director Assistant*

May 2021 - September 2021

- Assisted classroom and special teachers with basic classroom needs and chores, reinforced rules and overall behavior, led daily lessons and classroom activities such as arts and crafts and spelling, cleaned and set up classrooms.
- Reorganized storage, cleaned, prepared meals, assisted with planning and setting up for events such as Mother's Day brunch and concerts, ran errands, sewed clothes for special events, and provided overall assistance to the Director.

Kathy (Life Coach), North Hills, PA *Cook and Caterer*

July 2019

- Constructed a menu and prepared and delivered four meals each day to a group of women on a strict health diet and workout regimen.

Leadership/Activities

Delta Theta Psi, Historian

2018-Present

Wayne County Humane Society, Volunteer

September 2021-May 2022

Learn N Play of Wooster, Volunteer

September 2020-May 2021

NSLC: National Student Leadership Conference for the Arts and Performance, Fordham University

Summer 2019

- Collaborated in a group of thirty students in creating a virtual arts center and presented a PowerPoint presentation to an audience of two hundred other students.
- Contributed to the group by leading marketing and architecture.

Skills

Communication: Excellent verbal/written communication acquired from presentations and writing intensive courses.

Research: Strength in analyzing and synthesizing large amounts of data.

Computer: Experienced with Windows/Macintosh OS, Microsoft Office, and Google Documents.

Name

Email

Phone

Wooster, OH 44691

EDUCATION

The College of Wooster, Wooster, Ohio

Graduation date: May 2023

Degree: Bachelor of Arts **Major:** Mathematics **Minor:** Education **GPA:** 3.35

Honors: Dean's List, National Science Foundation Scholarship, Dean's Scholarship, Westlake Scholarship

Senior Independent Study Thesis: To Flip or Not to Flip? A Study of the Effectiveness of the Flipped Classroom Model for Teaching Mathematics: A year-long independent research and writing project which analyzed how the flipped classroom model affected how fourth grade students learn mathematics which resulted in an 84 page thesis and an oral defense.

Licensures: Early Childhood Education License with 4th and 5th grade endorsement

TEACHING EXPERIENCE

Wooster Township Elementary; First Grade Classroom (Spring 2023)

- Completed twelve weeks of student teaching; led full day entire classroom instruction for much of the twelve weeks
- Attended various professional development days and parent/teacher conferences

Wooster Township Elementary; Third Grade Classroom (Spring 2022)

- Taught whole class lessons and led small group activities
- Guided students through different reading and math activities in preparation for the Third Grade OAA Test
- Taught a math lesson on fact families and a literacy lesson on comparative and superlative adjectives

~70 hours during semester

The College of Wooster; Nursery School (Fall 2022)

- Observed behavior of three and four year olds while teaching and working within their environment

~20 hours during semester

Parkview Elementary; First Grade Classroom (Spring 2021)

- Taught whole class lessons on geometric shapes and led small group activities ~60 hours during semester

Melrose Elementary; Kindergarten Classroom (Fall 2021)

- Led small group activities for intervention groups
- Taught two lessons on letters and sounds to a small group of students ~60 hours during semester

Cornerstone Elementary; Second Grade Classroom (Spring 2020)

- Taught whole class lessons and led different reading groups ~60 hours during semester

Ida Sue School for Mental Retardation and Developmental Disabilities; Secondary Classroom (Fall 2020)

- Observed and worked within a special needs setting
- Helped alter lesson plans to fit the needs of each student within the classroom
- Implemented intervention plans as stated on IEPs ~18 hours during semester

RELATED WORK EXPERIENCE

Trinity Lutheran School, Manchester, OH

Summer Camp Lead Teacher

Summers 2022 & 2023

- Developed and implemented daily lessons and activities based on a weekly theme
- for a group of boys and girls in first through sixth grades; enforced rules and overall behavior

Norbert Family, Manchester, OH *Tutor*

May-August 2019

- Constructed lessons and implemented a strict behavior plan for a 13-year old boy with severe autism

LEADERSHIP & VOLUNTEER EXPERIENCE

Wooster Varsity Basketball Team, *One-year Captain, Four-year letter winner*

Fall 2022-2023

Women's Athletic and Recreation Association, *Co-Vice President and Events Coordinator*

Fall 2021-2022

Student Athletic Advisory Committee, *Treasurer*

Fall 2021-2022

Wooster Future Educator's Association, *Secretary*

Fall 2019-2022

Expanding Your Horizons Workshop, encouraging girls to pursue interest in science and math

2018-2019

Women of STEM, Cross-Cultural Connections Program (C3), Wayne County Humane Society

SKILLS

Technical: Competent with SMART Board technology, proficient in Microsoft Office applications and LaTeX

Management: Strong organizational skills, with numerous experiences in team building and project management

Communication: Excellent verbal and written communication acquired from writing intensive courses and thesis

Language: Conversational Spanish

NAME

LinkedIn

Phone

Email

EDUCATION

The College of Wooster, Wooster, OH **Degree:** Bachelor of Arts **Graduation May 2023**
Double Major: Chemistry and Computer Science **Minor:** Mathematics **GPA:** 3.62
Academic Honors and Awards: Dean's List; Grace Achievement Scholarship; Deans Scholarship; The College of Wooster Inspiration Award; United States Students Achievers Program 2010

TECHNICAL SKILLS

- Proficient in SQL, PHP, HTML, XML, Java, C, C++ , Python, CSS computer programming.
 - Experience in Windows and Mac OS, PC, Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Latex.
-

CAREER RELATED EXPERIENCE

Senior Independent Study: 3-D Ising Model Simulations August 2022 - present

- A self-designed three semester project resulting in a 75+ page paper, a software product and successful oral defense.
- Ising Model is a mathematical simulation of the spontaneous magnetization affecting phase transitions at atomic level.
- Phase transitions have been successfully modeled in 2-D but not in 3-D
- Using java and graphical libraries to develop a graphical user interface software, which allows chemistry instructors and students to study chemical interactions, thermodynamic properties and phase transitions in 3- Dimension.
- Monte-Carlo and Cellular Automata algorithms used to predict phase transitions and setting neighborhood conditions.

COMAP Interdisciplinary Contest in Modeling 31 January - 4 February 2022

- Represented the College of Wooster's Computer Science department in weekend international programming contest.
- Wrote a java model to predict the future of global health based on past and current environment status and usage.
- Successfully managed to submit a 20-page report about the model within the assigned 4 days of the competition.
- Won Honorable-Mention Award.

APPLIED MATHEMATICS RESEARCH EXPERIENCE (AMRE)

The College of Wooster students in the fields of Mathematics, Computer Science and Economics are competitively selected to work on a specific project from the hiring client company for an 8-week paid summer internship.

Cargill Scholarship, <http://www.wooster.edu/academics/areas/mathematics/amre/projects/2012/molecular> May-July 2021

- Worked on extension of the Molecular playground project, a hardware-software installation that allows the user to rotate 3-D chemical molecules.
- Developed a software dubbed MoleK which links the Kinect with OpeNI software to track hand motion and gestures then send the commands to molecular modeling software called Jmol to manipulate molecules.
- The implementation uses OpeNI framework to watch for Wave and Click gestures and track hand positions.
- MoleK allows instructors to use gestures to demonstrate simple chemical reactions.
- Submitted the software and 30 page paper to the College's chemistry department

Goodyear Company Tire & Rubber Co., http://www3.wooster.edu/amre/amre11.html#GY1_2011 May-July 2020

- Developed a program to compute the relative sorption energies and model the structures of selected rubber chemicals on filler surfaces.
 - Met with client throughout the project to modify the objectives based on new information or insufficient data.
 - Gave a final presentation to an audience of over 40 scientists and engineers at Goodyear's headquarters in Akron, Ohio.
 - Developed a protocol to be used by Goodyear's engineers using Gaussian and Gauss view 09 software.
-

LEADERSHIP

President of The International Students Association (ISA) March 2021-March 2022

- A multi-cultural campus organization, which bridges the gap between international students and American students.
- Organized campus activities that promoted cultural awareness; insured smooth running of the executive board

Resident Director, The College of Wooster August 2011-present

- Provide primary leadership, support, supervision, and evaluation of 45 Resident Assistants.
- Act as a facilitator for the residence hall community, through enhancing social, educational, intellectual, and cultural development of each individual through programming and community development.

Zimbabwe's Ambassador, The College of Wooster March 2012-present

- Awarded a grant to travel back to Zimbabwe and research of the country's the social, political and economic status.
 - Gave more than 25 presentations to different age groups in and around Wooster community.
 - Invited to speak at the College Of Wooster's Convocation 2011, President's Welcome 2011, 2012.
-

ACTIVITIES

- Wooster Soccer Team, Wooster Cricket, African Student Association, Wooster Christian Fellowship. Chemistry tutor
- Founding Director of Youth For Change Trust in Zimbabwe, a charity organization focused on youth empowerment

Name

Phone Email

EDUCATION

The College of Wooster, Wooster, OH

Bachelor of Arts, Global & International Studies May 2023 **Major GPA: 3.33**

Senior Independent Study Thesis: "A Hometown Approach to Homegrown Terrorism? A Comparative Case Study on Countering Violent Extremism Policy"

- A year-long research project culminating in a 125 page thesis and oral defense.

Junior Independent Study Thesis: "The Effectiveness of Economic Aid Sanctions on Repressive States"

- A semester long research project resulting in a 20 page paper.

Relevant Coursework: Comparative Foreign Policy, International Security, International Political Economy, Large-Scale Political Violence, Theories of International Relations, US Foreign Policy, Upper Level Spanish Courses

Universidad de Granada, Granada, Spain

Fall 2021

- Studied at the Universidad de Granada and lived with a host family.
- Completed classes relating to international relations taught in both Spanish and English.

RELATED EXPERIENCE

Lafayette Group, Vienna, VA

Summer 2022

Associate

- Provided support to Department of Homeland Security Office of Emergency Communications.
- Performed research and provided legislative support to the Major City Chiefs Association.

Kroll Advisory Solutions, Reston, VA

Summer 2021

Intern – Transaction Intelligence and Compliance

- Supported senior analysts in the overall research and due diligence process for clients in the financial industry.
- Utilized online databases to provide senior analysts, and the client, with the status, legitimacy, and general background information of a given individual or company.

National Sheriffs' Association, Alexandria, VA

Fall 2021

Legislative Intern

- Worked with the Government Affairs Division to develop the Association's law enforcement and homeland security policy positions.
- Performed research on issues being taken up in Congress and other Federal agencies in order to better inform sheriffs nationwide.

Department of Homeland Security, Washington DC

Summer 2020

Summer Intern

- Worked under the Deputy Counterterrorism Coordinator, and with the Counterterrorism and Countering Violent Extremism (CVE) Working Groups.
- Performed analysis and research on countering violent extremism, homegrown terrorism, community policing, and international cooperation from think tank reports and past policies.
- Developed briefing memos, meeting agendas, and summaries for senior advisors.

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, PC and Mac.

Language: Intermediate Spanish skills in reading and writing, and conversational speaking.

Research: Strong research and analytical skills in the fields of political science, economics, and international relations.

Leadership: Held leadership positions in both academic and nonacademic settings; Able to lead or work in teams

Communication: Strong written and oral skills acquired from writing intensive courses and presentations

Name

Phone | Email | LinkedIn | Address

ACADEMIC INTERESTS

Machine Learning, Text Mining and Information extraction, Natural Language Processing, AI in Healthcare

EDUCATION

The College of Wooster, Wooster, OH (Degree Expected: May 2021)

Major: *Bachelor of Arts* in Computer Science (GPA: 3.90/4.00), Mathematics (GPA: 3.78/4.00)

Minor: Statistical & Data Sciences

Honors & Awards :

- Wooster International Scholarship (All Years)
- Dean's List, 2018 - 2020 (Four Semesters)
- Pi Mu Epsilon (A U.S. National Mathematics Honor Society), 2019 -

RESEARCH EXPERIENCE

Senior Independent Study Thesis, The College of Wooster, OH

Department of Mathematical & Computational Sciences

(Advisors: Dr. Sofia Visa and Dr. Marian Frazier)

Fall 2020 - Current

- An Independent Study ([I.S.](#)) project: undergraduate research program required for all seniors from The College of Wooster, consisting of thesis submission, oral dissertation, and public paper presentation at the college's annual I.S. symposium planned on April 2021
- An year-long research about developing a framework that detects the US adults' depressive disorders from the demography and health records, by a usage of statistical learning methods and machine learning techniques
- Currently examine the following three learning methods - logistic regression, decision trees with CART algorithm, and two-class support vector machines - to conduct pattern classification and information extraction of patients with depressive disorders in 2018

Junior Independent Study, The College of Wooster, OH

Department of Mathematical & Computational Sciences

2020 (Advisor: Dr. Denise Byrnes)

Spring

- A semester-long research project required for all juniors majoring in Computer Science to choose a topic of interest, write a research paper, and give short presentation at the course CSCI 200 Algorithm Analysis
- Investigated Feedforward Neural Network (FNN) and Multilayer Perceptron (MLP) with backpropagation
- Examined a case study of the application of FNN and MLP with backpropagation to solving real-world problems - Classification of the high risk of suicide committal of Korean adolescents in 2019 (Accuracy: 87%)

Sophomore Research Assistant, The College of Wooster, OH

Department of Mathematical & Computational Sciences

Fall 2019

- A student research program ([S.R.A.](#)) of The College of Wooster, intended for sophomores and juniors to provide opportunities of working as paid research assistants to Wooster faculty members
- Assisted Dr. Robert Kelvey's research on simulation of a game that can be played on graphs and hypercubes
 - Involves two players tracing out a path on a graph without backtracking or making any loops other than one leading back to the start
- Devised a Python class that builds any kind of graphs in three-dimensional spaces, formulated an efficient searching algorithm for all winning paths for each player, and designed frameworks of the game
- Developed a machine learning algorithm to have a random module that needs only one human player who competes with a computer that self-thinks the winning strategy

Department of Mathematical & Computational Sciences

Fall 2018

- Assisted Dr. Hyokyeong Lee on a research about genomics and transcriptomics data of non-responders of ER+ breast cancer to hormone therapy
- Worked on data cleaning using R programming to produce a finalized dataset for Dr. Lee's research

TEACHING EXPERIENCE

Teaching Assistant

CSCI 102: Multimedia Computing, The College of Wooster

Department of Mathematical & Computational Sciences

Fall 2019

- Covered basic Python programming with a focus on GUI development in multimedia computing, particularly image processing and video editing using PyQt4 packages in Python
- Ran class for over 30 students three times a week, had office hours every week, answered questions in person and via email, and helped students complete weekly assignments and final project

Grader

Department of Mathematical & Computational Sciences

Fall 2018 - Spring

2020

- Reviewed the concepts of the following courses
 - **MATH 102 Introduction to Statistics** (Spring 2020): basic concepts of statistics
 - **CSCI 100 Scientific Computing** (Fall 2019): basic concepts of Python programming with concentration on enhancing problem-solving skills, in particular arrays, lists, and dictionary objects
 - **MATH 107/108 Calculus with Algebra A/B** (Fall 2018 - Spring 2019): Pre-calculus with Algebra
- Graded weekly assignments and small projects and managed the records of students' scores in MS Excel
- Helped students acquire appropriate definitions and usage of the mathematical/computer concepts by commenting advice on their submitted assignments

TECHNICAL SKILLS

Advanced: C, Python (Pandas, Scikit-learn, Numpy), R, C++, SQLite3, L^AT_EX

Moderate: Java, HTML, CSS, JavaScript

Novice: Electron, Node.js

COMMUNITY SERVICE & LEADERSHIP

Choir Conductor & Leader, Korean Presbyterian Church of Akron, Akron OH

Sep. 2019 - April. 2020

Volunteer Pianist, Korean Presbyterian Church of Akron, Akron OH

Oct. 2017 - April. 2020

EXTRACURRICULAR ACTIVITIES

Wooster Culture Show, The College of Wooster, OH

Fall 2018

Organizer

- Participated in a K-POP dance team consisting of 10 people for the annual event of International Education Week
- Choreographed songs of famous K-Pop groups such as BTS and (G)-IDLE
- Presented the K-Pop Dance Show to domestic students and local residents who have few cultural knowledge about South Korea

MISSION STATEMENT

Career Planning provides guidance and resources for students to integrate their values and strengths, liberal arts education, and experiences into purposeful career paths.



WOOSTER

Advising, Planning, Experiential Learning

1140 Beall Avenue | Wooster, OH | 44691 | 330-263-2496 | career@wooster.edu
wooster.edu/offices/career