

# **Sample Resumes**

## First-year resume

## First Name Last Name

Room 123 MIT Dorm, 987 Institute Drive • Cambridge, MA 02139 • Phone: 617-xxx-xxxx • Email: [Freshman@mit.edu](mailto:Freshman@mit.edu)

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<b>Education</b>	<b>Massachusetts Institute of Technology (MIT)</b> Candidate for Bachelor of Science in Biology Coursework includes: Calculus, Electricity and Magnetism. <b>Southtown High School</b> Valedictorian in class of 128 students; SAT: 2260, ACT: 33 Relevant Courses: AP Calculus, AP Statistics, AP Biology.	Cambridge, MA June 20XX Southtown, NS May 20XX
	<b>Leadership Experience</b>	<b>MIT Undergraduate Giving Campaign</b> <i>Class of 20XX Co-Chair</i> <ul style="list-style-type: none"><li>Trained 12 members from the freshman class in fundraising activities, such as how to ask for a donation and how to properly document a donation.</li><li>Organized a week-long schedule for the 12 members and myself to work at a booth to ask for donations.</li><li>Achieved 31% participation within the freshman class, higher than that of the sophomores and juniors.</li><li>Raised \$1,250 from the freshman class for the MIT Public Service Center</li></ul> <b>High School Newspaper</b> <i>Chief Editor</i> <ul style="list-style-type: none"><li>Proofread each article and authored two to three articles per issue.</li><li>Printed one 24-page newspaper per month for 10 months.</li><li>Oversaw staff of 14 students. Answered questions regarding articles and page design.</li></ul> <i>Assistant Editor</i> <i>Sports Editor</i> <b>Relay For Life</b> <i>Team Captain</i> <ul style="list-style-type: none"><li>Organized a team of 15 students for the Relay for Life.</li><li>Coordinated fund-raising efforts through the Beta Club, an organization for students with all A's.</li><li>Raised \$500 for cancer research.</li></ul>
<b>Work Experience</b>	<b>Area Supermarkets</b> <i>Clerk and Bagger</i> <ul style="list-style-type: none"><li>Provided customer service to 100+ people per day. Bagged groceries and received cashier training.</li></ul> <b>Taco Bell</b> <i>Team Member</i> <ul style="list-style-type: none"><li>Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line teamwork. Served 100+ people per day.</li></ul>	W. Southtown, NS January 20XX-May 20XX W. Southtown, NS June 20XX-January 20XX
	<b>Activities &amp; Awards</b>	<b>MIT Varsity Track &amp; Field Team</b> <i>Team Member, Pole Vaulting</i> <b>High School Varsity Athletics</b> <i>Track and Field, Captain; Football, Team Member; Wrestling, Team Member</i> <b>STAR Student Award</b> Awarded to the senior from each high school in Newstate with the highest SAT score. <b>Havoline Scholar Athlete Award</b> Presented by The National Football Foundation and College Hall of Fame, Inc. to the top 40 scholar athletes in the state of Newstate.
<b>Skills</b>	<b>Computer:</b> Microsoft Word, Excel, and Power Point <b>Carpentry:</b> Framing, Masonry, Household Electrical Wiring, Flooring, Roofing, Plumbing.	

# **Sample Resumes**

## First-year II resume

**University Address**  
300 Memorial Drive  
Cambridge, MA 02139

**MIT**  
**STUDENT**

**Home Address**  
4000 Home St.  
Hometown, NY 12345

**EDUCATION**

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**Massachusetts Institute of Technology (MIT)**

**Class of 20XX**  
Cambridge, MA

- Candidate for Bachelor of Science in Biology
- Candidate for Bachelor's in Managerial Science with a Concentration in Finance
- SAT: 2160, GPA N/A
- Current Coursework: Differential Equations, Macroeconomics, Biology, Freshmen/Alumni Summer Internship Program (F/ASIP)
- Relevant Courses: Multivariable Calculus, AP Calculus BC, AP Statistics, AP Biology

**LEADERSHIP EXPERIENCES**

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**UROP-Diabetes Management Project**

**February 20XX-Present**  
Cambridge, MA

*Research Assistant*

- Research different areas of diabetes management including aspects in both technology and lifestyle
- Analyze qualitatively and quantitatively information from patient surveys

**GRT Selection Committee**

**February 20XX-Present**  
Cambridge, MA

*Student Member*

- Collaborate with 15 team members to dictate procedure on how to pick the next GRT
- Conduct behavioral interviews for the candidates
- Vote on which candidates will be considered

**Procrastibaking Baking Club**

**November 20XX-Present**  
Cambridge, MA

*Treasurer*

- Manage approximately \$1,100 in club funds and reimburses the President's expenses
- Responsible for budgeting multiple club events, which provide customer satisfaction to all 45 participants

**Maseeh Hall Executive Committee**

**December 20XX-Present**  
Cambridge, MA

*Floor 2 Representative*

- Manage a \$1,000 budget to put on events such as "study-breaks", social events, which include free food to 30 people and time to take a break from work
- Provide for the maintenance of 150 floor members' needs by both buying products that are necessary for the floor and helping students with any personal problems

**Robotics/Engineering Club**

**September 20XX-June 20XX**  
Seaford, NY

*VP of Community Relations, Treasurer, Build Team Member*

- Raised \$9,000 by pitching advertising packages to local businesses in order to fund the team
- Presented projects to judges, which helped win the All Star Rookie Award and the Highest Seeded Rookie Award, resulting in the team going to Worlds
- Coached new members on how to present themselves to businesses and judges

**WORK EXPERIENCE**

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**MIT Admissions Representative**

**September 20XX-Present**  
Cambridge, MA

*Student Representative*

- Address student's concerns about the application process through the phone and email, answering 100 questions per shift when deadlines are approaching
- Create expense reports to reimburse admissions counselors for their business expenses

**Tarallo's Pizzeria**

**September 20XX-August 20XX**  
Seaford, NY

*Counter Position*

- Worked as a cashier; Received food, phone, and cleaning training, worked in a fast-paced environment, while keeping impatient and hungry customers calm

**SKILLS/INTERESTS**

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**Computer:** Microsoft Word, Excel, PowerPoint, Basic Java

**Language:** Fluent in reading and writing Spanish, Proficient in Speaking Spanish

**Interests:** Dancing, Lifting Weights, Trying different types of food

# **Sample Resumes**

## Undergraduate resume

**School Address**  
XXX Memorial Drive  
Cambridge, MA 02139

**JANE DOE**  
someone@mit.edu  
(XXX) XXX-XXXX

**Home Address**  
Someplace, MA

- Education**      **MASSACHUSETTS INSTITUTE OF TECHNOLOGY (M.I.T.)**      **CAMBRIDGE, MA**  
Candidate for B.S. in Biology, GPA: 4.6/5.0      20XX
- Concentration in Management at Sloan Business School and Minor in Brain and Cognitive Sciences.
  - Authored 5 publications in the MIT Undergraduate Research Journal and other peer-reviewed journals.
  - Relevant Coursework: Finance Theory, Economics of the Health Care Industry, Strategic Decision-Making in Life Sciences, Building a Biomedical Business, Cancer Genetics and Therapies, Cellular Neurobiology, Immunology.
- Experience**      **PUTNAM ASSOCIATES**      **BURLINGTON, MA**  
**Analyst**      20XX
- Evaluated in 6-member team whether client's marketing strategy for its \$100M organ transplant drug effectively targets key decision-makers in transplant community. Client implemented proposed improvements in message content and delivery, designed to increase prescriptions for product by nearly 30%.
  - Managed recruitment and interviewing process of 98 physicians to obtain primary data for marketing case. Analyzed data from interviews and secondary research in Excel/Access. Prepared PowerPoint deck for presentation to client.
  - Analyzed past product switches from predecessor to successor drugs for independent project. Presented recommendations for future drug launches. Developed a database providing key criteria for launching various types of drugs.
- MIT PROGRAMS ON THE PHARMACEUTICAL INDUSTRY**      **CAMBRIDGE, MA**  
**Health Economics Research Assistant, Sloan Business School**      20XX
- Designed, created, and tested a strategic model for the pharmaceutical industry that analyzes safety, efficacy, and economics to forecast (prior to clinical trials) which drugs will succeed on the market. Early elimination of inadequate drugs will significantly reduce the \$800M spent to successfully launch a drug.
- MERCK & CO., INC.**      **RAHWAY, NJ**  
**Pharmaceutical Laboratory Research Assistant, Infectious Disease Department**      20XX
- Identified deficiencies in Type 2 Diabetes drugs on the market and screened chemicals on new cellular targets to develop an efficient drug without these shortcomings. Drug predicted to obtain substantially greater market share in the \$14B oral Type 2 Diabetes drug market compared to competitors.
- MIT CENTER FOR CANCER RESEARCH**      **CAMBRIDGE, MA**  
**Academic Laboratory Research Assistant, Housman Laboratory**      20XX - 20XX
- Developed a product to recognize activity of a cancer-causing gene, aiding in discovery of drug for brain cancer. Engaged in all stages of product development: identification of market need, engineering of product, collaborating with industry for testing, production, and marketing of final drug.
  - Designed a new sequencing technique that refines a common laboratory protocol. New procedure increases efficiency by 50% on average, reducing processing time by 25%, and creating more usable biological end-product.
- Leadership**      **MARCH OF DIMES BIRTH DEFECTS FOUNDATION**      **BOSTON, MA**  
**Director of Massachusetts Youth Public Affairs**      20XX - Present
- Lobbied legislators to encourage federal, Massachusetts, and California governments to develop public policies to improve the health of women. Introduced and promoted 10 Senate Bills, 4 of which have been approved thus far.
  - Represented Foundation on the Massachusetts State Public Affairs Committee.
  - Organized conferences and fundraisers as a volunteer for the past 7 years (19XX-Present).
- JOURNAL OF YOUNG INVESTIGATORS**      **CAMBRIDGE, MA**  
**Story Editor and Science Journalist**      20XX - Present
- Managed 25 science journalists, delegated writing and editing tasks, and chose articles to print in monthly journal.
  - Created daily digests about current science news, distributed to all science journalists.
- SCIENCE & ENGINEERING BUSINESS CLUB**      **CAMBRIDGE, MA**  
**Consulting Focus Group Organizing Committee**      20XX - Present
- Organized 6 campus-wide information session to educate students about careers in consulting and law.
  - Selected and worked closely with speakers from diverse occupational backgrounds.
- Awards & Interests**      Robert C. Byrd Scholarship, awarded to top 1% of U.S. students for academic excellence.  
Rensselaer Medal, awarded to top 20,000 students worldwide for achievements in mathematics and science.  
Interest in track & field, travel, photography, and oncology.

# **Sample Resumes**

## **Undergraduate II resume**

345 Infinity Drive  
Cambridge, MA 02139

**Matha Maddox**  
**matha@mit.edu**  
**(617) XXX-XXXX**

My Street  
My City, My Country

## EDUCATION

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### Massachusetts Institute of Technology (MIT)

Cambridge, MA

- Candidate for a Bachelor of Science degree in Mathematics with Computer Science
- Candidate for a minor in Management
- Relevant Coursework: Probability and Statistics, Algebra, Analysis, Discrete Math, Managerial Psychology Laboratory

June 20XX

GPA: 4.6/5.0

## EXPERIENCE

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### Telecommunications Company

Paris, France

#### Operations Research Analyst

June 20XX – Present

- Assessed financial risks involved with participating in online advertising-space exchanges
- Devised bidding policies for auctions at the exchanges that led to victories three times out of five and built mathematical models around these policies to increase the company's margin from online ad-spaces by 5%

### MIT Sloan School of Management

Cambridge, MA

#### Undergraduate Researcher

June 20XX – October 20XX

- Conducted experimental prediction markets with human and artificial intelligence to find the best tools to predict future events such as election-results or the stock market
- Developed an experiment-procedure online that reduced bias by eliminating involvement of the experimenter and saved two hours and \$200 per experiment

### MIT Center for Collective Intelligence

Cambridge, MA

#### Undergraduate Researcher

June 20XX – October 20XX

- Conducted individual and group IQ/EQ tests on human subjects to formulate ways to measure and predict the performance of individuals working as part of a team and the efficacy of the team dynamic
- Saved four hours of experiment-time per day by redesigning the experiment-procedure so that each experiment could be held with three fewer researchers and up to six experiments could be held at the same time

### MIT Tech Callers

Cambridge, MA

#### Caller

February 20XX – June 20XX

- Communicated with MIT alumni on behalf of the MIT Alumni Association and raised \$5,000 in donations

## LEADERSHIP

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### MIT Student Cultural Association

Cambridge, MA

#### Treasurer

May 20XX – Present

- Managed \$10,000 worth of finances for a group of 400 students and raised \$3,000 in funds for their events
- Created an online system for reimbursements that made the process faster and reduced paperwork

### MIT Undergraduate Association

Cambridge, MA

#### Member of Committee on Student Life

February 20XX – Present

- Organized a week long convention of 3,000 students with activities geared towards improving health on campus
- Linked 376 freshmen to upperclassmen with similar career objectives in a one-on-one mentoring relationship

### MIT International Science and Technology Initiatives

Milan, Italy and Cambridge, MA

#### Advisor and Teacher

September 20XX – March 20XX

- Taught Mathematics and Physics to 500 high school students in Italy and advised teachers on inexpensive ways of making their lessons interactive that helped each school save up to \$1300 a year
- Worked with a group of 10 teachers and five principals from high-schools in Italy to prepare a report for the Italian Ministry of Education on how to make the education-system in Italy more hands-on and technology-oriented

### The XYZ Newpress

My City, Country

#### Founder and Editor

October 20XX– May 20XX

- Led a staff of 25 high-school students to develop the first English newspaper to be printed and distributed in My Country
- Converted it to a trilingual newspaper and increased profitability by 25% in two years

## SKILLS

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**Languages:** Fluent - French and Native – Hindi

**Software:** LATEX, GLPK, Microsoft Office

**Activities:** Member-Delta Psi Fraternity, Choreographer - MIT Dance Troupe, Journalist -The Tech

# **Sample Resumes**

## **Masters I Resume**

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## EDUCATION

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### Massachusetts Institute of Technology (MIT) – Cambridge, MA

#### *Master of Engineering in Environmental Engineering*

20XX (expected)

- Relevant Coursework: Strategies for Sustainable Business, Systems Dynamics, Sustainable Energy, Applications of Technology in Energy and the Environment, Design for Sustainability

### Cornell University – Ithaca, NY

#### *Bachelor of Science in Civil and Environmental Engineering*

20XX

- GPA 3.57/4.00 (**Cum Laude**), Chi Epsilon Honors Society
- Semester Abroad, University of Melbourne, Melbourne, Australia, 2004
- Relevant Coursework: Engineers for a Sustainable World, Sustainable Small-Scale Water Supplies, Solving Environmental Problems for Urban Regions

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## EXPERIENCE

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### Camp Dresser & McKee (CDM) – Cambridge, MA

#### *Environmental Engineer*

20XX-20XX

##### Harvard University Allston Campus

- Delivered sustainable technology assessment to compliment the campus's low-carbon design strategy. Presented findings to 50 employees through teleconference.
- Managed the design development of the utility system; wrote 4 chapters of 13 chapter report. Coordinated submittal of design report and associated CAD drawings.
- Facilitated a multi-discipline (6), multi-consultant (15) project team; led client, agency and subcontractor communications; developed technical reports and \$300,000 budget; managed staff of lower grade levels.
- Technical lead for the evaluation of on-site deep heat geothermal energy; performed a cost analysis and carbon inventory. Wrote 5 of 8 chapters of the feasibility report.
- One of 15 chosen from 4,000 employees to be featured in the company's annual report.

##### Sustainable Wastewater Treatment Plant Design

- Secured a Massachusetts Technology Collaborative (MTC) grant for the feasibility of converting fats, oils and greases to biofuels to jointly reduce a sewer system nuisance and the plant's reliance on fossil fuels.
- Evaluated sustainable features for a wastewater treatment plant upgrade including an assessment of stormwater management, green building design and construction, and potential energy technologies targeted to reduce operating costs. Recommendations included in 30% project design submittal.

##### City of Salem Water Conservation Planning

- Developed water conservation recommendations and a comprehensive implementation plan for the city's Engineering Department.
- Recommendations embraced by the City Mayor. Presented findings to the community at a televised public meeting.

##### Sulabyia, Kuwait Wastewater Treatment Plant

- Evaluated the potential for innovative disposal options for reverse osmosis waste brine at the Sulabyia, Kuwait wastewater treatment plant.
- Specifically evaluated options for wetland treatment, saline farming, irrigation of turf fields, bioreactor landfill water source, phosphorus recovery, and deep well injection.

### Engineers for a Sustainable World – Ithaca, NY/La 34, Honduras

#### *Project Team Member*

20XX-20XX

- Designed a water treatment plant for the small village of La 34, a farming community of approximately 100 families near the northwest coast of Honduras.
- Trained community members to self-sufficiently run the water treatment plant; plant is still operating successfully.

### Cornell University – Ithaca, NY

#### *Teaching Assistant/Laboratory Assistant*

20XX-20XX

- Helped 40 students design, build and automate miniature water treatment plants using LabVIEW software.
- Facilitated a fluid mechanics laboratory including the setup and supervision of hydraulic experiments.

### University of Southern California/Camp Dresser & McKee (CDM) – Los Angeles, CA

#### *Sustainable Cities Undergraduate Fellow*

20XX

- Worked with diverse team of students, academic and professionals to incorporate urban sustainability into the development of a rapidly expanding Los Angeles School District school system.
- Recommended sustainable features adopted in a prototype environmental impact report.

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## CERTIFICATIONS AND SKILLS

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- Engineer in Training, April 20XX
- Hydraulic calculations using MathCAD
- Eligible for Professional Engineering Licensing Exam in 20XX
- Water Distribution Modeling using H2OMap Water

# **Sample Resumes**

## **Masters II Resume**

# CHARLES MENG

100 Charles St., Cambridge, MA 02139 ☎ 617.123.4567 ☎ csmeng@mit.edu ☎ csmeng.github.io

## EDUCATION

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### Massachusetts Institute of Technology (MIT)

*Candidate for Master of Engineering in Computer Science; GPA: 5.0/5.0*

*Bachelor of Science in Computer Science; GPA: 4.6/5.0*

*Cambridge, MA*

*Expected June 20XX*

*June 20XX*

- Concentration: Human-Computer Interaction
- Master's Thesis: "Search Tools for Scaling Expert Code Review to the Global Classroom"
- Relevant Coursework: User Interface Design, Computer Graphics, Design and Analysis of Algorithms, Performance Engineering, Artificial Intelligence, Principles and Practices of Assistive Technologies, Entrepreneurship Project, Computer Vision, Evaluating Education

## EXPERIENCE

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### User Interface Design Group; CSAIL, MIT

*Researcher*

*Cambridge, MA*

*Oct. 20XX–Present*

- Designing search tools to allow teachers to give qualitative feedback beyond "correct" or "incorrect" to tens of thousands of students' code submissions.
- Building a search engine to increase efficiency of writing feedback to individual students.
- Developing techniques to cluster student code so teachers may powergrade multiple students' code at once.

### Assistive Technologies; MIT

*Student leader*

*Cambridge, MA*

*Feb. 20XX–Present*

- Mentoring students in an MIT undergraduate course in which teams design and build assistive software, hardware, or mechanical devices for an individual in the community living with a disability.
- Founding member of MIT's first assistive technology hackathon, a two-day event based upon the MIT course. Recruited five clients in the greater Boston area.

### Introduction to Electrical Engineering and Computer Science; MIT

*Teaching assistant to class of over 500 students*

*Cambridge, MA*

*Feb. 20XX–Present*

Manage lab assistants. Lectured to over 100 MIT undergraduates at a review session.

### Middle East Education Through Technology (MEET)

*Curriculum developer*

*Jerusalem, Israel*

*May–July 20XX*

Developed a 3-week curriculum to teach Israeli and Palestinian high-schoolers web programming and Django.

### MIT International Science and Technology Initiative

*Curriculum developer and instructor*

*Querétaro, Mexico*

*June–July 20XX*

Established a new computer education class tailored to Mexican street children, independently developed curriculum, and taught class in Spanish.

### The Server Labs

*Software engineering intern*

*Madrid, Spain*

*June–Aug. 20XX*

Created a user interface to facilitate clients setting up a cloud-based virtual environment. Presented project in Spanish before a group of cloud computing professionals.

### Affective Computing; Media Lab, MIT

*Undergraduate researcher*

*Cambridge, MA*

*June–Dec. 20XX*

Introduced a user interface for CardioCam, a low-cost and non-contact technology that calculates heart rate and blood pressure using only webcam imagery.

## SKILLS AND INTERESTS

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- Django, WebDev Languages (HTML, CSS, Javascript, jQuery), Python, C++, Java, MATLAB
- Group leader for MIT Varsity Track and Field pole vaulters
- Spanish ☎ Hebrew ☎ Pole vaulting ☎ Gymnastics ☎ Travel ☎ Music

# **Sample Resumes**

## **Masters III Resume**

# Joe Resume

77 Massachusetts Avenue  
Cambridge, MA 02139

Phone: 617-253-XXXX  
Email: XXX@mit.edu

## EDUCATION

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**Massachusetts Institute of Technology (MIT), Cambridge, MA**  
*Masters of Science in Computer Science and Mechanical Engineering* **GPA: 5.0/5.0** 20XX (expected)

**Indian Institute of Technology (IIT), Madras, India**  
*Bachelor of Technology, Mechanical Engineering* **GPA: 9.5/10.0** 20XX

- Class Rank 1. (**Summa cum Laude**) – secured a gold medal and three silver medals for overall excellence.
- Published paper on manufacturing process control-Intl. Journal of Manufacturing Technology and Management
- **Standardized Test Score:** GRE – Verbal: 720/800, Quantitative: 800/800.

## RELEVANT SKILLS

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**Software** Excel spreadsheets including Sensitivity Analysis, Monte Carlo simulation, and modeling uncertainties; C, C++, Matlab, Saphire (probabilistic analysis tool) MS Word and MS PowerPoint.

**Courses** Coursework covering fundamentals of finance, economics, statistics, risk-benefit and decision analysis, Options in engineering, and engineering math.

**Projects** Simulated stock prices using Hidden-Markov-Models (Course - Statistics); researched system design optimization techniques as part of a course portfolio (Course - Engineering Options).

## EXPERIENCE

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**Osio Corporation, Boston, MA**  
*Business Intern* 20XX – Present

- Developed Excel spreadsheet model for valuation of the start-up's revenue prospects over the next ten years.
- Collaborated with management team in researching and identifying market segments for the new product.
- Currently working on evaluating strategies to be adopted for market deployment and future expansion.

**X Corporation, City, State**  
*Part-time Consultant* 20XX

- Optimized and redesigned the system to reduce manufacturing costs by 40% and system size by 20%.
- Appraised final results of analysis to senior management at the client site and at MIT. Conducted weekly client update sessions

**Center for Product Design, Indian Institute of Science, Bangalore, India**  
*Intern for Program in Teaching Innovation* 20XX

- Deliberated with professors and fellow students on issues concerning barriers to student learning.
- Identified and specified strategies aimed at teaching innovations and translated them into actionable objectives.
- Implemented a key objective by developing a flexible teaching tool for an advanced graduate course.

**Bharat Electronics Limited, Bangalore, India**  
*Technical Analyst* 20XX

- Analyzed a structural component and identified its critical design parameters.
- Redesigned and optimized the component.

## LEADERSHIP

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- **Chief Course Coordinator, MIT** – Formulated the syllabus and developed the course content for an undergraduate design engineering course. Organized lectures and led undergraduate assistants in conducting lab tutorials for 200 undergraduate students.
- **Innovative Teaching, MIT:** Formulated new teaching approaches as part of an HP sponsored focus-group trial.
- **Community Service Officer, MIT** – Planned and organized community events for fostering greater interactions amongst graduate students. Received **Outstanding Officer Award** for organizational excellence.
- **Circulation Manager and News Reporter, Graduate Student News Magazine, MIT:** Managed monthly distribution of 5000 copies of magazine on MIT campus. Popularized Cryptic Crosswords at MIT.
- **Mentor, IIT Madras** – Mentored 15 freshmen during the senior year at IIT Madras.

## INTERESTS AND ACTIVITIES

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Story-Telling ❖ Cryptic-Crosswords ❖ Teaching Innovations ❖ News Reporting ❖ Tennis ❖ Piano

## HONORS AND ACHIEVEMENTS

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Government of India Fellowship (20XX-20XX) ❖ Certificates of distinction for National Math, Physics and Chemistry Olympiads ❖ Summa Cum Laude in high school ❖ Ranked in top 0.3% for IITs

# **Sample Resumes**

## **PhD I Resume**

**EDUCATION**

Massachusetts Institute of Technology (MIT), Cambridge, MA Fall 20XX  
*Candidate for PhD in Urban Political Economy and Governance*

Dissertation: out of Control? Local Democracy Failure and Fiscal Control Boards

Princeton University, Princeton, NJ 20XX  
*B.S.E., Civil Engineering with Architecture, summa cum laude*

**EXPERIENCE**

Community Innovators Lab, MIT, Cambridge, MA 2011-current  
*Project Manager, "Innovation and Equity Transform America"; Research Assistant*

- Authored federal taxation memo, coordinated authors, and wrote abstracts for memos to the Presidential Transition Team.
- Drafted grant proposals and policy memos. Participated in designing a model for equitable and comprehensive green retrofits. Currently collaborating with local and national labor and community groups on implementation.

Department of Urban Studies and Planning, MIT, Cambridge, MA 20XX-20XX  
*Teaching Assistant*

- Conducted seminars, graded essays, and contributed to curriculum design. Classes taught totaled over 200 students and comprised a doctoral research seminar, undergraduate policy course, and three masters planning courses. Conceived and taught graduate mini-seminar.

Brookings Institution, Washington, DC 20XX-20XX  
*Brookings Research Fellow*

- Awarded first pre-doctoral fellowship for dissertation research granted by the Metropolitan Policy Program.
- Created a dataset compiled from government sources on municipal finances and socioeconomics. Programmed rare-events regressions to measure the impact of fiscal control boards in small cities. Performed qualitative case studies on the control boards of Miami and Washington, DC through interviews with key actors, archival research, and evaluating financial reports.
- Presented at two national academic conferences for Political Science (7,200 attendees) and Planning (1,000 attendees).

P3 Planning Practice Project, MIT, Cambridge, MA 20XX-20XX  
*Research Assistant*

- Researched four medium-size cities and their innovative community planning organization. Profiled planners of small cities using national survey data. Created and maintained the project website.

Urban Institute, Urban-Brookings Tax Policy Center, Washington, DC 20XX-20XX  
*Research Associate II; Research Assistant*

- Analyzed tax policy using statistical programs (SAS and Stata), with a focus on the distributional impact of national legislation, the interaction of tax policies and valuation of fringe benefits, and state code relevant to low-income residents.
- Designed, launched, and maintained the Tax Policy Center website for press, policymakers, and researchers. Website received over 12,500 hits per day and was praised by Forbes, National Journal, and Business Week.

New York City Nonprofits Project, New York, NY 20XX-20XX  
*Research Assistant*

- Developed a strategy to determine the economic impact of the non-profit sector on the city.

Professor Julian Wolpert, Princeton University, Princeton, NJ 20XX  
*Research Assistant*

- Wrote a memo detailing the spillover effects of non-profits and value of non-profit tax exemption, focused on Philadelphia.

**FELLOWSHIPS AND AWARDS**

National Science Foundation Graduate Research Fellow, 3 years (2009-2012); MIT Presidential Graduate Fellow and Department Fellowship, 3 years (2009-2012); civil and Environmental Engineering Book Award and David W. Carmichael Prize, Princeton (2006).

**PROFESSIONAL AND PUBLIC SERVICE**

Student representative, PhD Committee, Department of Urban Studies and Planning, MIT (2009-2011); Graduate Resident Tutor, MIT (2010-2011); High school tutor, Maya Angelou Public Charter School, Washington, DC (2010-2011); Tax preparer for low income households, Community Tax Aid (2008) and Lincoln Park Baptist Church (2008); Washington, DC.

**PUBLICATIONS AND CONFERENCES**

2 first author; 10 co-author; 2 conference presentations; 1 first author manuscript under review (refereed).

# **Sample Resumes**

## **PhD II Resume**

# Mechanical Engineer

1177 Mass Ave. • Cambridge, MA 02139 • Phone: 617-111-2222 • Email: mecheng.edu

## SUMMARY

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Extensive experience with applying analytical and numerical methods (such as the finite element method) to model a broad range of systems from molecular structures to large-scale mechanical structures. Proven track record of creating and improving new computational methods to perform dynamic and static analysis of otherwise intractable engineering and biological systems. Strong ability to collaborate and work in a team environment on multi-disciplinary projects. Legally authorized to work in the United States (Green Card holder).

## EDUCATION

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**Massachusetts Institute of Technology (MIT), Cambridge, MA, USA** 20XX  
**Ph.D., Department of Mechanical Engineering.**

- Thesis: “Contributions to the analysis of proteins” under the supervision of Prof. Jones and Prof. Smith
- GPA: 5.0/5.0 (Awarded an A+ grade for all courses. Only one or two people in each course get A+.)

**Sharif University of Technology, Tehran, IRAN** 20XX  
**M.Sc., Department of Mechanical Engineering.**

Thesis: “Online control of needle injection into soft tissue using the finite element method”

- GPA: 18.62/20.0 (Ranked in top 5%)

**University of Tehran, Tehran, IRAN** 20XX  
**B.Sc., Department of Mechanical Engineering.**

- GPA: 17.68/20.0 (Class Rank: 2)

## SKILLS

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- **Computer:** Commercial finite element software programs: ADINA (founded and owned by my Ph.D. and postdoctoral advisor, Prof. KJ Bathe), ABAQUS, ANSYS; MeshLab (a mesh processing program); MATLAB; Fortran; AutoCAD; molecular viewers: PyMOL, VMD, UCSF Chimera; CHARMM (a molecular dynamics program); Adobe Illustrator.
- **Analytical:** Finite element method; optimization; stochastic simulation: Langevin and Brownian dynamics simulation; statistical analysis; multi-scale modeling; atomistic modeling; continuum modeling; bioinformatics; biomechanics; computational biology; molecular biology; biophysics; solid mechanics; fluid mechanics; controls.
- **Language:** English (fluent); Persian (native); Arabic (basic).

## EXPERIENCE

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**Department of Mechanical Engineering, MIT, Cambridge, MA, USA** Oct. 20XX–current  
*Postdoctoral Associate*

- Led project team that developed a coarse-grained finite element framework for the Brownian dynamics of macromolecular proteins that are inaccessible to available molecular dynamics algorithms.
- Created a model to calculate the diffusion coefficients and Brownian dynamics of DNA origami structures as part of a project in collaboration with researchers from MIT, Harvard, University of Michigan, Arizona State University, and Max Planck Institute. No other models are currently available.
- Member of team that developed a coarse-grained three-dimensional hydrodynamic model of semi-flexible filaments that resulted in several orders-of-magnitude reduction in computational cost.
- Collaborated with other engineers to improve a well-known implicit time-integration scheme that is widely used in engineering problems and in numerous commercial software tools. The improved version of the scheme has already been implemented in ADINA.

**Department of Mechanical Engineering, MIT, Cambridge, MA, USA** Jan. 20XX–Jun. 20XX  
*Research Assistant*

- Improved a widely used eigenvalue solver to substantially reduce the computational cost of calculating the eigen-solutions of large-scale engineering and bioengineering systems. The improved version of the eigenvalue solver is currently used in ADINA.
- Made novel discoveries into the shape and function of complex proteins, the results of which have been included in comprehensive government and research databases (such as the Protein Data Bank) and utilized by leading research companies.
- Developed a coarse-grained finite element framework for the diffusion coefficients of proteins.

**Department of Mechanical Engineering, MIT, Cambridge, MA, USA** Fall 20XX, Fall 20XX, Fall 20XX  
*Teaching Assistant, “Finite Element Analysis of Solids and Fluids I” & “Mechanics and Materials I”*

- Prepared and presented lectures and recitations, supported term projects, helped students with course materials, and graded homework

**Department of Mechanical and Aerospace Engineering, Ohio State University, Columbus, OH, USA** Fall 20XX  
*Teaching Assistant, “Thermodynamics I”*

- Contributed to designing experiments for a new thermodynamics laboratory.

**ITCEN Co. (Industrial & Technical Consulting Engineers Company), Tehran, IRAN**

Mar. 20XX–Sept. 20XX

*Senior Engineer*

- Designed the layout of production lines for a pipe manufacturer.

**Department of Mechanical Engineering, Sharif University of Technology, Tehran, IRAN**

Sept. 20XX–Dec. 20XX

*Research Assistant*

- Performed compression tests on bovine liver and characterized its material properties using the genetic algorithm and the finite element method. Developed an algorithm to obtain the optimal path initiation for the needle insertion into bovine liver for biopsy and brachytherapy purposes.

**SAPCO Co. (Supplying Automotive Parts Company), Tehran, IRAN**

Summer 20XX; Summer 20XX

*Intern*

- Analyzed newly designed and produced automotive parts using mechanical tests such as Engine Test, Material Strength Test, etc.

## **HONORS AND AWARDS**

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**MIT Outstanding Graduate Student Institute Award (20XX)**. This award was given to the top two graduate students at the Department of Mechanical Engineering at MIT. The department has more than 500 graduate students; **NSF Fellowship for the GEM4-2010 program (20XX)**; **Highly Distinguished Student of University of Tehran (19XX–20XX)**: A student who is in top 0.05% (out of ~500,000 applicants) in the nation-wide university entrance exam and his/her semester GPAs are above 17 out of 20.

## **JOURNAL PUBLICATIONS**

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**Mech Eng** et al., “Three-dimensional implicit hydrodynamic model of semi-flexible filaments”, in preparation.

**Mech Eng** et al., “Diffusion coefficients of DNA origami structures”, in preparation.

**Mech Eng** et al., “Brownian dynamics simulation of DNA origami structures”, in preparation.

**Mech Eng** et al., “A finite element framework for Brownian dynamics simulation of proteins”, in preparation.

**Mech Eng**, A. A. Fedorov, E. V. Fedorov, S. Ono, F. Matsumura, S. C. Almo, & M. Bathe, “Structure, evolutionary conservation, and conformational dynamics of Homo sapiens fascin-1, an F-actin crosslinking protein”, *Journal of Molecular Biology*, 400 (20XX), pp. 589-604.

**Mech Eng**, M. T. Ahmadian, & F. Janabi-Sharifi, “Modeling, simulation, and optimal initiation planning for needle insertion into the liver”, *Journal of Biomechanical Engineering-Transactions of the ASME*, 132 (20XX), p. 041001 (11 pages).

**Mech Eng**, M. Bathe, & K. J. Bathe, “The subspace iteration method in protein normal mode analysis”, *Journal of Computational Chemistry*, 31 (20XX), pp. 66-74.

M. T. Ahmadian, **Mech Eng**, & R. Abdollahpour, “A nonlinear viscoelastic modeling of brain and CSF deformation under tumor expansion”, *International Journal of Scientific Research*, 16 (20XX), pp. 425-428.

M. T. Ahmadian, **Mech Eng**, R. Abdollahpour, S. Sharifi Sedeh, & K. Navi, “Application of car active suspension in vertical acceleration reduction of vehicle due to road excitation and its effect on human health”, *International Journal of Scientific Research*, 16 (20XX), pp. 429-434.

M. T. Ahmadian, R. Abdollahpour, & **Mech Eng**, “Effect of tumor location and its growth on stress distribution in the brain”, *International Journal of Scientific Research*, 16 (20XX), pp. 523-527.

## **OTHER PUBLICATIONS**

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3 first-author journal abstracts; 14 conference papers.

## **ACTIVITIES**

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- Sports: Soccer; table tennis; swimming; hiking; mountain climbing.
- Music: Singing.

# **Sample Resumes**

## **PhD III Resume**

## Ph.D. Interested in Consulting

Rm. E39-305, M.I.T., 77 Mass Ave. • Cambridge, MA 02139 • Phone: 617-XXX-XXXX • Email: imastudent@mit.edu

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<b>Education</b>	<b>MASSACHUSETTS INSTITUTE OF TECHNOLOGY</b> <b>Cambridge, MA</b> <b>Candidate for Ph.D. degree in Material Science &amp; Engineering, June 20XX</b> Used stochastic simulation techniques to gain new insights into polymer structure. Established collaboration with experimental group in the Mechanical Engineering Dept. Pursuing unique integrated approach to develop new molecular models better suited to designing optimal industrial processes. <i>GPA: 4.9/5.0</i> <b>Minor: Business Administration at the Sloan School of Management, MIT</b> <b>Business Courses:</b> Management of Innovation and Technology, International Management, Entrepreneurship, Microeconomics, Macroeconomics, Management and Policy in the International Economy, Marketing, Finance Theory, Options and Derivatives, Investment Banking, Operations Research. <b>Master of Science in Chemical Engineering Practice, January 20XX.</b>
	<b>TRINITY COLLEGE, CAMBRIDGE UNIVERSITY</b> <b>United Kingdom</b> <b>Master of Engineering, June 20XX</b> Class Rank: 2 <b>Bachelor of Arts with Honors in Natural Science and Chemical Engineering, June 20XX</b> Class Rank: 1
<b>Experience</b>	<b>INDUSTRY INTERNSHIPS</b>
	<b>MERCK PHARMACEUTICALS (Summer 20XX)</b> <b>West Point, PA</b> <i>Team Leader:</i> Found systematic method to raise glass transition temperature of vaccines. This allowed a higher storage temperature for the vaccines. Generated \$5million annual saving in refrigeration costs.
	<b>DOW CHEMICALS (Summer 20XX)</b> <b>Plaquemine, LO</b> <i>Intern:</i> Wrote software for simulating complex distillation processes, adopted throughout Dow Chemicals.
	<b>DOW-CORNING (September-November 20XX)</b> <b>Midland, MI</b> <i>Team Leader:</i> Removed a bottleneck to allowing doubling of a plant's capacity. \$10million capital savings.
	<b>UNITED KINGDOM ATOMIC ENERGY AUTHORITY (Summers, 20XX-20XX)</b> <b>United Kingdom</b> <i>Intern:</i> Worked for fluid mechanics groups on technical consulting projects for the petroleum industry. Frequently delivered presentations to clients. Incorporated new algorithms into pipeline simulation modules and achieved tenfold increase in speed. Developed strategies to reduce pipeline erosion. Improved reliability of flowrate measurement devices in oil pipelines to allow clients to better monitor throughputs.
<b>Leadership</b>	<b>MIT PRESIDENT, STUDENT LEADERSHIP COUNCIL OF MATERIAL SCIENTISTS (20XX - present)</b> Leader in group of 200 students that promotes collaboration between five major research universities. Organized videoconferences to allow students to share research ideas. Planning summer retreat to further student collaboration. Investigating ways to promote science and technology in secondary schools and the community.
	<b>STUDENT REPRESENTATIVE, MIT MATERIAL SCIENCE &amp; ENGINEERING DEPT. STUDENT AFFAIRS COMMITTEE (20XX - present)</b> Leading student / faculty discussion on ways to enhance student / advisor interaction.
	<b>TEACHING ASSISTANT, MIT MATERIAL SCIENCE &amp; ENGINEERING DEPT. (Fall semester 20XX)</b> Organized tutorials to clarify course material. Wrote instruction manual to help students use math software. Class scored 7% higher in final than any of the professor's former classes.
	<b>U.K. COORDINATOR, EUROPEAN CLUB CAREER FAIR (20XX)</b>
<b>Awards</b>	<b>Winner of National Science Foundation Poster Competition (20XX); Sigma Xi Engineering Research Honors Society (20XX); Harvey Stern Fellowship, MIT (20XX); Fox Prize</b> for Outstanding Performance in Chemical Engineering, Cambridge University (20XX); Verhaydn de Lancy Prize for Outstanding Contribution to Trinity College (20XX); <b>Mobil Prize</b> for Best Performance in Chemical Engineering, Cambridge University (20XX); <b>Senior Scholarship</b> for Outstanding Academic Performance, Trinity College, Cambridge (20XX); <b>Student Scholarship</b> , United Kingdom Atomic Energy Authority (20XX-20XX)
<b>Activities</b>	Dancing (MIT Salsa Club), Classical Guitar, MIT Debating Club, MIT European Club Soccer Team

# **Sample Resumes**

## **Post Doc I Resume**

# Claudio V di Leo

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## Business Address

Massachusetts Institute of Technology  
77 Massachusetts Av. Rm. E39-305  
Cambridge, MA 02139  
617-555-5555

## Home Address

1234 Main Street Apt. 007  
Cambridge, MA 02139  
617-555-5555  
[phd@mit.edu](mailto:phd@mit.edu)

## Education

### Massachusetts Institute of Technology

Ph.D in Mechanical Engineering. GPA 4.9/5.0

- Provisional thesis title: Chemo-mechanics of energy storage materials: focus on Li-ion battery electrodes. Advisor: Lallit Anand
- Minor in micro and nano scale material science.

Cambridge, MA

*Expected, June 20XX*

### Massachusetts Institute of Technology

M.S. in Mechanical Engineering. GPA 4.9/5.0

- Thesis title: A coupled theory for diffusion of hydrogen and large elastic-plastic deformations of metals. Advisor: Lallit Anand.

Cambridge, MA

*June 20XX*

### Massachusetts Institute of Technology

B.S. in Mechanical Engineering. GPA 4.8/5.0

- Participated in four semesters of undergraduate research under the guidance of Prof. Lallit Anand resulting in an undergraduate thesis and a joint conference publication in the ASME IMECE 2010 proceedings.
- Thesis title: Nitinol-reinforced shape-memory polymers.

Cambridge, MA

*February 20XX*

## Research Experience

### MIT Mechanical Engineering

Advisor: Lallit Anand

Cambridge, MA

My research focuses on modeling the coupled multi-physics (deformation/diffusion) behavior of energy storage materials. My work combines rigorous thermodynamically-consistent constitutive frameworks with robust numerical implementations.

- Currently developing a coupled deformation-diffusion model for Silicon anodes. Thus far, the model has been calibrated to substrate curvature experiments and is capable of reproducing both the mechanical response as well as the electrochemical response of the experiments. Using this model I am studying the effect of deformation and plasticity on the electrochemical performance of various nano-dimensional Silicon anodes which have been experimentally realized.
- Developed and numerically implemented a continuum level model which couples Cahn-Hilliard type diffusion with large elastic deformations to model the phase-separating behavior of Lithium when it intercalates in certain cathodes. We have shown through simulations of representative spheroidal particles that the lithiation morphology, as well the rate at which the battery can be charged, is highly dependent on the stress built-up in the particle.
- Developed a theory and numerical implementation for modeling hydrogen diffusion in metals undergoing large elastic-plastic deformations. The model was used to study hydrogen diffusion at a blunt-crack, and determine the appropriate boundary conditions for modeling the physical problem of a metal host exposed to gaseous hydrogen.

<b>Research Interest</b>	<p>My broad research interests are:</p> <ul style="list-style-type: none"> <li>- Coupled multi-physics problems</li> <li>- Computational mechanics</li> <li>- Energy storage materials and the role of mechanics in their performance</li> <li>- Modeling of electrochemical phenomena (i.e. Li-intercalation, chemical reactions, etc.) at the continuum scale</li> </ul>
<b>Awards</b>	<p><b>Graduate Student Paper Award</b> for the presentation “Coupled diffusion deformation of phase-separating materials” bestowed by ASME and SES at the joint SES annual technical meeting and ASME-AMD annual summer meeting, July 20XX.</p> <p><b>Den Hartog Travel award in Mechanics</b> awarded for travel to present at the ASME IMECE 2013 conference.</p> <p><b>20XX Wunsch Foundation Silent Hoist and Crane Award — Outstanding Teaching Assistant</b> for the class Mechanics and Materials II.</p> <p><b>20XX AMP Inc. Award</b> for outstanding performance in Mechanics and Materials II.</p>
<b>Teaching Experience</b>	<p><b>Teaching &amp; Learning Laboratory at MIT</b> <span style="float: right;"><i>Spring 20XX</i></span> Teaching Certificate Program</p> <ul style="list-style-type: none"> <li>• Completed a teaching certificate program based on seven workshops aimed at development of teaching skills. The program included exposure to relevant research in teaching and learning, and structuring of future teaching.</li> <li>• Presented two short teaching sessions which were videotaped, and from which I received feedback on my teaching performance as well as gave feedback to other participants.</li> </ul> <p><b>Undergraduate Mechanics and Materials</b> <span style="float: right;"><i>Spring 20XX</i></span> Teaching assistant</p> <ul style="list-style-type: none"> <li>• Teaching assistant for the undergraduate Mechanics and Materials class. Topics included strain, stress, elasticity, fracture, fatigue, plasticity, and viscoelasticity.</li> <li>• Prepared homework and exam problems/solutions, gave review lectures, and facilitated student laboratory experiments.</li> <li>• Developed a student project based on material selection in bicycle design. The project combined direct experimentation on bicycle forks tested in an Instron machine, finite-element modeling performed in Solidworks, and analytical beam bending solutions to explore material selection and design.</li> <li>• Overall rating 6.4/7.0.</li> </ul> <p><b>Graduate Mechanics and Materials</b> <span style="float: right;"><i>Spring 20XX &amp; Spring 20XX</i></span> Teaching assistant</p> <ul style="list-style-type: none"> <li>• Teaching assistant for the graduate Mechanics Materials class. Topics included kinematics, stress, and balance principles. Linear elasticity and thermal elasticity. Viscoelasticity. Small-strain elastic-plastic deformation. Introduction to large deformations and nonlinear hyperelastic material behavior.</li> <li>• Taught a weekly one hour recitation which reviewed lecture material and solved example problems. Prepared homework and exam problems/solutions.</li> <li>• Overall rating 6.1/7.0.</li> </ul>

<b>Advising Experience</b>	<p><b>MIT Mechanical Engineering</b> <span style="float: right;"><i>September 20XX to Present</i></span>          Currently advising an undergraduate student as part of a research program for undergraduates at MIT and as part of her thesis work. The research focuses on the experimental characterization of the deformation-diffusion behavior of swellable elastomers.</p>
<b>Industry Experience</b>	<p><b>Apple, Inc.</b> <span style="float: right;">Cupertino, CA <i>June to August 20XX</i></span>          Interning Product Design Engineer</p> <ul style="list-style-type: none"> <li>• Interned at Apple’s iPhone/iPod accessories product design team. Work involved mechanical design, CAD modeling, prototyping, reliability testing, and competitor benchmarking.</li> <li>• Two issued patents: “Accessory Controller for Electronic Devices” (US 8.314.354 B2). “Compact media player” (US 8.724.339 B2).</li> </ul> <p><b>Qualcomm MEMS Technologies</b> <span style="float: right;">San Jose, CA <i>June to August 20XX</i></span>          Interning Engineer</p> <ul style="list-style-type: none"> <li>• Characterized the mechanical behavior of Qualcomm’s MEMS display technology.</li> <li>• Performed extensive MATLAB programming to develop a graphical user interface for retrieving the optical response of a finite-element simulated pixel.</li> </ul>
<b>Publications (Accepted)</b>	<p>Chester, S.A., <b>Di Leo, C.V.</b>, and Anand, L. (20XX). A finite element implementation of a coupled diffusion-deformation theory for elastomeric gels. <i>International Journal of Solids and Structures</i>, 52, 1-18.</p> <p><b>Di Leo, C.V.</b>, Rejovitzky, E., and Anand, L. (20XX). A Cahn-Hilliard-type phase-field theory for species diffusion coupled with large elastic deformations: application to phase-separating Li-ion electrode materials. <i>Journal of the Mechanics and Physics of Solids</i>, 70, 129.</p> <p><b>Di Leo, C.V.</b>, Luk-Cyr, J., Liu, H., Loeffel, K., Al-Athel, K., and Anand, L. (20XX). A new methodology for characterizing traction-separation relations for interfacial delamination of thermal barrier coatings. <i>Acta Materialia</i>, 71, 306-318.</p> <p><b>Di Leo, C.V.</b>, and Anand, L. (20XX). Hydrogen in metals: A coupled theory for species diffusion and large elastic-plastic deformations. <i>International Journal of Plasticity</i>, 43, 42-69.</p> <p>Bhattacharyya, R., <b>Di Leo, C.V.</b>, Floerkemeier, C., Sarma, S., and Anand, L. (20XX, November). RFID tag antenna based temperature sensing using shape memory polymer actuation. In <i>Sensors, 2010 IEEE</i>, 2363-2368.</p> <p>Chester, S.A., Srivastava, V., <b>Di Leo, C.V.</b>, and Anand, L. (20XX, January). A large-deformation theory for thermally-actuated shape-memory polymers and its application. In <i>ASME 2010 IMECE</i>, 677-683.</p>
<b>(Submitted)</b>	<p><b>Di Leo, C.V.</b>, Rejovitzky, E., and Anand, L. Diffusion-deformation theory for amorphous silicon anodes: the role of plastic deformation on electrochemical performance. <i>Electrochimica Acta</i>, Submitted.</p> <p>Rejovitzky, E., <b>Di Leo, C.V.</b>, and Anand, L. (20XX). A theory and a simulation capability for the growth of a solid electrolyte interphase layer at an anode particle in a Li-ion battery. <i>Journal of the Mechanics and Physics of Solids</i>, Submitted.</p>
<b>(Preparation)</b>	<p><b>Di Leo, C.V.</b>, and Anand, L. Split methods for solving the Cahn-Hilliard equation using finite element analysis. Application to phase-separation in elastic media.</p>

- Invited talks** **Di Leo, C.V.** (November, 20XX). Computational modeling of Silicon anodes: the role of mechanics on the electrochemical performance. *Mechanical and Industrial Engineering Department, New Jersey Institute of Technology.*
- Conferences (Lead author)** **Di Leo, C.V.**, Rejovitzky, E., and Anand, L. (June, 20XX). Coupled diffusion-deformations in phase-separating materials. *US National Congress of Theoretical and Applied Mechanics*, East Lansing, MI.
- Di Leo, C.V.**, Rejovitzky, E., and Anand, L. (November, 20XX). A Cahn-Hillard-type phase-field theory for species diffusion coupled with large elastic deformations. *ASME International Mechanical Engineering Congress and Exposition*, San Diego, CA.
- Di Leo, C.V.**, Rejovitzky, E., and Anand, L. (July, 20XX). Coupled diffusion-deformation of phase-separating materials. *SES Annual Technical Meeting and ASME-AMD Annual Summer Meeting*, Providence, RI.
- Di Leo, C.V.**, and Anand, L. (November, 20XX). Hydrogen in metals: A coupled theory for diffusion and large elastic-plastic deformations. *ASME International Mechanical Engineering Congress and Exposition*, Houston, TX.
- (Contributing Author)** Chester, S.A., **Di Leo, C.V.**, and Anand, L. (November, 20XX). A thermos chemo-mechanically coupled theory for thermally-responsive elastomeric gels. *ASME International Mechanical Engineering Congress and Exposition*, Denver, CO.
- Chester, S.A., Srivastava, V., **Di Leo, C.V.**, and Anand, L. (January, 20XX). A large-deformation theory for thermally-actuated shape-memory polymers and its application. *ASME International Mechanical Engineering Congress and Exposition*, Vancouver, BC Canada.
- Patents** Prest, C.D., and **Di Leo, C.V.** (20XX). "Compact media player." U.S. Patent No. 8,724,339.
- Prest, C.D., **Di Leo, C.V.**, and Minoo, J. (20XX). "Accessory controller for electronic devices." U.S. Patent No. 8,314,354.
- Skills** **Language:** Fluent in Spanish, Portuguese, German and English  
**Computer:** Fortran, Abaqus (including UMAT and UEL), MATLAB, Solidworks, NX, Mastercam Lathe and Mill.
- References** **Professor Grand Publisher** Room E39-305 Department of Mechanical Engineering  
 Massachusetts Institute of Technology 77 Massachusetts Ave. Cambridge, MA 02139  
 USA 617-555-5555 [phd@mit.edu](mailto:phd@mit.edu)
- Professor Ima Tenured** Room E39-305 Department of Mechanical Engineering  
 Massachusetts Institute of Technology 77 Massachusetts Ave. Cambridge, MA 02139  
 USA 617-555-5555 [phd@mit.edu](mailto:phd@mit.edu)
- Professor Grant Winner** Room E39-305 Chem. Engineering and Applied Mathematics  
 Massachusetts Institute of Technology 77 Massachusetts Ave. Cambridge, MA 02139  
 USA 617-555-5555 [phd@mit.edu](mailto:phd@mit.edu)
- Professor Amazing Course** Room E39-305 Mech. Engineering and Material Science  
 Massachusetts Institute of Technology 77 Massachusetts Ave. Cambridge, MA 02139  
 USA 617-555-5555 [phd@mit.edu](mailto:phd@mit.edu)

# **Sample Resumes**

## **PostDoc II Resume**

# EAPS POSTDOC

MASSACHUSETTS INSTITUTE OF TECHNOLOGY  
EARTH, ATMOSPHERIC AND PLANETARY SCIENCES DEPARTMENT  
77 Massachusetts Ave. Cambridge MA 02139  
617-234-5678 (office) EAPSPHD@mit.edu

## EDUCATION

MIT & Woods Hole Oceanographic Institution, Ph.D. Geochemistry 20XX  
University of Leeds, U.K., M.Sc. Geochemistry 20XX  
Bangor University, U.K., B.Sc. Geological Oceanography 20XX

## ACADEMIC EXPERIENCE

**Dept. of Earth, Atmospheric and Planetary Sciences (EAPS) Postdoctoral Associate** Since 9/20XX

- Experimental investigation of the rates and mechanisms of secondary oil-to-gas cracking to develop and validate ab initio quantum kinetic models for this process under geologic conditions
- Experimental investigations of oil-to-gas decomposition, working in close collaboration with theoretical chemistry modelers in the MIT Chemical Engineering Dept.
- Long Term Guest Investigator (WHOI)
- Advisors: S. Fish (EAPS) and W.H. Blue (ChemE)

**Guest Investigator (Long Term), Woods Hole Oceanographic Institution, MA** Since 9/20XX

**MARUM Center for Marine Environmental Sciences & Department of Geosciences** 20XX-20XX  
Univ. of Bremen, Germany Postdoctoral Fellow

- Lead investigator in sampling and analyses of seafloor hydrothermal fluids in the Mid-Atlantic Ridge and Manus Basin, and in novel organic geochemical investigations of associated hydrothermal sulfide structures. Advisors: ABC and XYZ
- Led projects and field teams sampling and analyzing seafloor geothermal fluids and solids on two international sea-going expeditions, using state of the art submersible and fluid sampling technology
- Led a multidisciplinary team investigating biomarkers in hydrothermal structures, including study publication

**MIT/WHOI Joint Program in Chemical Oceanography** 20XX-20XX  
Research Assistant, Dept. of Marine Chemistry and Geochemistry

- Developed methods for and analyzed dissolved organic and inorganic gases, including trace species
- Experimentally investigated abundances and isotope compositions of trace organics in geothermal fluids
- Collaborated with interdisciplinary scientist to conduct thermodynamic modeling of dissolved gases in experimental and field samples
- Teaching assistant for MIT graduate course Aquatic Chemistry
- Thesis: Laboratory and Field-based Investigations of Subsurface Geochemical Processes in Seafloor Hydrothermal Systems
- Combined thermodynamics, trace organic analyses, and high temperature experiments to constrain organic geochemical processes in submarine hot springs
- Thesis Advisor: Canu Seaweed. Cumulative GPA: 5.0/5.0

**Guest Student, Woods Hole Oceanographic Institution, MA** 08/20XX

## TEACHING EXPERIENCE

- Jacobs (International) University Bremen, 20XX. Lecturer for senior B.Sc. course 'Geochemistry of Aqueous Systems' with Prof. A. Developed and taught lectures, problem sets, exam questions.
- University of Bremen, 20XX. Guest lecturer for 'Petrology of the Ocean Crust' M.Sc. course with Prof. B. Developed and taught lectures, exam questions. Class size 75 and held office hours every Monday.

## **GRADUATE & UNDERGRADUATE RESEARCH MENTORING**

- University of Bremen, 20XX. Developed, supervised M.Sc. thesis of N. G. (coauthor on Environ. Microbiol Manuscript). A conference abstract is published, additional manuscript is in prep.
- University of Bremen, 20XX. Mentored Bridgewater State College undergraduate and WHOI guest student (currently graduate student at the Dept. of Earth Sciences, U.Minn.) in hydrothermal fluid analysis during his participation in expedition SO-216 (Manus Basin) as my research assistant

## **PEER-REVIEWED PUBLICATIONS**

**EAPS Postdoc.**, M. Y†, P. P†, N. G§, J.P., A.M., R. A, W. B, K., Microbial lipids reveal diverse carbon flow patterns on hydrothermal sulfide structures. In press, Environmental Microbiology. († equal contribution, § mentored M.Sc. student)

**EAPS Postdoc**, J.M. Mc. and C Seaweed (20XX) The origin of methanethiol in mid-ocean ridge hydrothermal fluids. Proc. Natl. Acad. Sci. USA. 111(15), pp5474–5479.)

LG, S.Q., Blue, G.L., D.S., M.D., and **EAPS Postdoc** (20XX) Online Letter: H<sub>2</sub>/CH<sub>4</sub> ratios cannot reliably distinguish abiotic vs. biotic methane in natural hydrothermal systems. Proc. Natl. Acad. Sci. USA 109(47), E3210.

N.J., **EAPS Postdoc.**, M.E., DK., Seaweed, J.S., W.E. Jr. (20XX) Subseafloor phase equilibria in high-temperature hydrothermal fluids of the Lucky Strike Seamount (Mid-Atlantic Ridge, 37°17'N). Geochim. Cosmochim. Acta 90, pp303–322.

**EAPS Postdoc**, Seaweed, J.S, (20XX) Hydrogen isotope exchange between n-alkanes and water under hydrothermal conditions. Geochim. Cosmochim. Acta 77, pp582–599.

**EAPS Postdoc**, Seaweed, J. S., P.B., W. P. R., W. C., S. P., E., and R., M. (2011) Geochemistry of hydrothermal fluids from the PACMANUS, Northeast Pual and Vienna Woods hydrothermal fields, Manus Basin, Papua New Guinea. Geochim. Cosmochim. Acta 75, pp1088–1123.

M. J., Seaweed, J. S., C. G., M. K., P. J., G., T. M., **EAPS Postdoc**, C. F., L. H. T. (20XX) Chemistry of hot springs along the Eastern Lau Spreading Center. Geochim. Cosmochim. Acta 75, pp1013–1038.

R. J., **EAPS Postdoc**, K.N., P. B., S. H., and J. G. (20XX) Low marine sulfate concentrations and the isolation of the European epicontinental sea during the Early Jurassic. Geol. 39, pp7–10.

P. R., Seaweed J. S., O. J., **EAPS Postdoc**, and, M. K. (20XX) Rare earth element abundances in hydrothermal fluids from the Manus Basin, Papua New Guinea: Indicators of sub-seafloor hydrothermal processes in back-arc basins. Geochim. Cosmochim. Acta 74, pp5494–5513.

Widall, P. B., Hall, A., New, J. G., **EAPS Postdoc**, Matt, E., and Crow, S. (20XX) An eastern Tethyan (Tibetan) record of the Early Jurassic (Toarcian) mass extinction event. Geobiology 4, pp179–190.

### **Manuscripts in review:**

‡ Seaweed, J.S., **EAPS Postdoc**, W. P., P.C., W.C., S.T., M. E., Submarine venting of magmatic volatiles in the Eastern Manus Basin, Papua New Guinea.

In revision, Geochim. Cosmochim. Acta.

C. M., R.M., **EAPS Postdoc**, A. T. Arsenic in fluids and biota of the Menez Gwen hydrothermal system. In review, Deep-Sea Research Pt.I

## **SELECTED CONFERENCE PRESENTATIONS (PUBLISHED ABSTRACTS, ‡ attached)**

‡ G. N.§, M.Y., **EAPS Postdoc**, P. W., K.U. (20XX) Microbial lipid remnants in hydrothermal structure interiors: Evidence for transport from seafloor environments. *Organic Geochemistry: Trends for the 21st Century*, 1, B106 (abstract). 26th International Meeting on Organic Geochemistry (IMOG) 2013, Tenerife. (§ mentored M.Sc. student, manuscript in prep.)

‡ **EAPS Postdoc**, X. M., M. J., Seaweed, K.U., and W.B. (20XX) Phase separation, degassing and anomalous methane at the Menez Gwen hydrothermal field. *Mineralogical Magazine*, 75(3), p1702 (abstract). 21st Annual V.M. Goldschmidt Conference, Prague.

Seaweed, J. S., Bach, W., **EAPS Postdoc** (20XX) Fluid-mineral equilibria in seafloor reaction zones beneath Eastern Manus vent fields. *Geochim. Cosmochim. Acta*, 74(12, Suppl. 1), pp A930 (abstract). 20th Annual V.M. Goldschmidt Conference, Knoxville, TN.

S. W.C., One, S., Seaweed, J., **EAPS Postdoc**, Titey, M., Braddock, P. (20XX) Stable isotope studies of Manus basin hydrothermal vent fluids and deposits. *Geochim. Cosmochim. Acta.*, 74(12, Suppl. 1), pp A940 (abstract). 20th Annual V.M. Goldschmidt Conference, Knoxville, TN.

**EAPS Postdoc** and J. Seaweed (20XX) INVITED: Methanethiol: A geochemical link between carbon and sulfur in hydrothermal systems? *Geochimica et Cosmochimica Acta*, 73(13, Suppl. 1), pp A1079 (abstract). 19th Annual V.M. Goldschmidt Conference, Davos, Switzerland.

Seaweed, J. and **EAPS Postdoc** (2009) INVITED: Chemical equilibria involving aqueous carbon compounds in submarine hydrothermal systems. *Geochimica et Cosmochimica Acta*, 73(13, Suppl. 1), pp A1190 (abstract). 19th Annual V.M. Goldschmidt Conference, Davos, Switzerland.

New, R.J., Kathy, N., **EAPS Postdoc**, Wind, P.B., Botte, S. (20XX) The marine sulfate-oxygen isotope record of the early Toarcian anoxic event. *Geochimica et Cosmochimica Acta*, 72(12, Suppl. 1), pp A679 (abstract). 18th Annual V.M. Goldschmidt Conference, Vancouver, Canada.

**EAPS Postdoc**, J. Seaweed, S. Sylvester (20XX) Rapid hydrogen isotopic exchange between aqueous hydrocarbons and water under hydrothermal conditions. *Geochimica et Cosmochimica Acta*, 71(15, Suppl. 1), pp A825 (abstract). 17th Annual V.M. Goldschmidt Conference, Cologne, Germany

## **AWARDS & ACHIEVEMENTS**

- 20XX 'Top 25' most downloaded *Geochimica et Cosmochimica Acta* articles in 2011, Reeves et al.(2011) and Mottl et al.(2011). [Link](#)
- 20XX Interridge Postdoctoral Fellowship Award (research grant)
- 20XX WHOI Ruth and Paul Fye Award for Excellence in Oceanographic Research, Graduate Student Best Paper Award, awarded for: Reeves et al. (2011) *Geochim. Cosmochim. Acta*, 75, pp1088–1123.
- 20XX The Sherwood Chang/Eliot Kalmbach Award for Student Poster Presentation, 2010 Gordon Research Conference on the Origin of Life (Galveston, TX).
- 20XX WHOI Deep Ocean Exploration Institute Fellowship 2005 WHOI Graduate Research Assistantship
- 20XX University Of Leeds Full Fees Bursary for UK/EU Mastership postgraduates
- 20XX Darbyshire Prize Award, School of Ocean Sciences, University of Wales, Bangor
- 19XX Aughinish Alumina Ltd. (Ireland) Educational Award for University undergraduate education

## **FIELD EXPEDITIONS**

- 20XX St Ocean Institute R/V Falk/HROV Nereus Return to Mid-Cayman Rise hydrothermal systems. Guest investigator. Hydrothermal plume sampling and analysis.
- 20XX U.S. R/V Atlantis/ROV Jason hydrothermal exploration and sampling of the Mid-Cayman Rise. Guest investigator. Hydrothermal fluid analysis.
- 20XX Germ F/S Son/ROV Quest 4000m return to Manus Basin hydrothermal systems. Lead investigator in Isobaric Gas-Tight (IGT) hydrothermal fluid sampling and analysis.
- 20XX Germ F/S Met/ROV Quest 4000m, Menez Gwen hydrothermal system, Mid-Atlantic Ridge. Lead investigator in IGT hydrothermal fluid sampling and analysis.
- 20XX U.S. R/V Atlantis/DSV Alvin Guaymas Basin & East Pacific Rise hydrothermal systems
- 20XX U.S. R/V Roger Revelle/ROV Jason II Mid-Atlantic Ridge hydrothermal systems.
- 20XX U.S. R/V Melville/ROV Jason/ABE Manus Basin hydrothermal exploration, sampling.
- 20XX U.S. R/V Melville/ROV Jason Lau Basin hydrothermal exploration, sampling.

## **REVIEWER ACTIVITIES**

National Science Foundation (OCE), Geochimica et Cosmochimica Acta, Earth and Planetary Science Letters, Applied Geochemistry, Geochemical Transactions, Geochemical Journal, IEEE Journal of Oceanic Engineering

## **SYNERGISTIC ACTIVITIES**

- 20XX Fall AGU Session Chair 'Carbon transformations in hydrothermal systems' (oral & poster), Outstanding Student Paper Award (OSPA) judge
- 20–20XX WHOI Institution Safety Committee, graduate student representative
- 20–20XX MIT/WHOI Joint Program student life representative
- 20–20XX Bangor University School of Ocean Sciences student representative

## **ACADEMIC REFERENCES**

**Dr. Jeff S. Seaweed**, Senior Scientist (Ph.D. advisor) Department Chair, Department of Marine Chemistry & Geochemistry, WHOI, Woods Hole, MA 02543. Phone: +1 456 789 6666. Email: [jseaweed@whoi.edu](mailto:jseaweed@whoi.edu)

**Dr. Theme M. Collom**, Research Associate (Thesis Committee member) Colorado University Center for Astrobiology & Laboratory for Atmospheric and Space Physics University of Colorado, Boulder, CO 80309. Phone: +1 333 777 7272. Email: [collom@lasp.colorado.edu](mailto:collom@lasp.colorado.edu)

**Prof. Dr. J.S. Bach** (Postdoctoral advisor) Department of Geosciences, University of Bremen, Bremen, Germany Phone: +49 424 24242424. Email: [Jsbach@uni-bremen.de](mailto:Jsbach@uni-bremen.de)

**Prof. Dr. Kite Flys** (Postdoctoral advisor) Dean, Department of Geosciences, University of Bremen, Bremen, Germany Phone: +49 494 94949494. Email: [kflys@uni-bremen.de](mailto:kflys@uni-bremen.de)

## **TEACHING REFERENCE**

### **Prof. Dr. Andre Koch**

Professor of Geosciences, School of Engineering and Science, Jacobs University, Bremen, Germany Phone: +49 422 42242242. Email: [a.koch@jacobs-university.de](mailto:a.koch@jacobs-university.de)

# **Sample Resumes**

## **Global Resume**

# MIT Student

522 Commonwealth Ave, Boston, MA 02215 • 333-111-2222 • travelingstudent@mit.edu

## EDUCATION

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### Massachusetts Institute of Technology

20XX-20XX

- BS in Biological Engineering, GPA: 4.9/5
- Sabanci Freshman Scholar, awarded visit to Sabanci University in Istanbul (20XX)
- Foreign study at Universidad Polit cnica de Madrid in Biotechnology (Spring 20XX)

Cambridge, MA

### Coll ge Saint-Remacle   Stavelot

20XX-20XX

- Achieved Grande Distinction during foreign exchange in French-speaking Belgium

Stavelot, Belgium

### Southern Lehigh High School

20XX-20XX

- Six week foreign exchange in R hrnbach, Germany (Summer 20XX)

Center Valley, PA

## EXPERIENCE

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### Undergraduate Researcher in Weiss Lab, MIT Synthetic Biology Center

Dec 20XX – Present

- Create platform for biosensor development based on B-cell receptor
- Awarded provisional patent (20XX)
- Presented poster at 20XXBioMAN Summit (Cell & Gene Therapy Manufacturing)
- Advisor for MIT iGEM 20XX team

Cambridge, MA

### Intern in Rojas Lab (Instituto de Salud Carlos III)

Mar 20XX - Jun 20XX

- Investigated role of Sur8 in nucleus by verifying binding to potential partners
- Analyzed proteomics & microarray data to examine effects of Spry2 mutations

Madrid, Spain

### International Genetically Engineered Machine (iGEM) Participant

Jan 20XX - Nov 20XX

- Developed genetic circuit for Alzheimer's disease detection and treatment
- Shared research through presentation, poster, and website
- Awarded gold medal in synthetic biology competition as part of MIT's team

Cambridge, MA

### Undergraduate Researcher in Ploegh Lab (Whitehead Institute)

Sep 20XX - Jan 20XX

- Generated and purified VHH fragments against glycolytic enzymes
- Assayed effects of VHH fragments on enolase & pyruvate decarboxylase function Summer School in Radiobiology (SCK-CEN) Jul 20XX
- Studied cancer pathology, radiation treatment, and space microbiology Mol, Belgium

Cambridge, MA

## SKILLS

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**Laboratory Techniques:** Cloning, SDS-PAGE/Western blot, mammalian tissue culture, transient transfection, protein purification

**Programming:** Familiarity with MATLAB, Python, and Java

**Languages:** English (native), French (fluent), Spanish (fluent), German (basic), Portuguese (basic)

## LEADERSHIP & SERVICE

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**Stop Our Silence** President (20XX-20XX), Co-President (20XX-20XX), Treasurer (20XX-20XX)

- Organize slam poetry events and theatrical productions to promote sexual assault awareness
- Raise over \$1000 yearly for local women's shelter

**Freshman Associate Advisor** (20XX-20XX, 20XX-20XX)

- Advise first-year students in biology-focused seminar

**Women in Science and Engineering (WiSE) Mentor** (20XX-20XX)

- Mentored high school girls in monthly sessions on topics in science and engineering

**Member of Alpha Chi Omega** (20XX-Present)

# **Sample Resumes**

## Alum Resume

# A.N. ALUM

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123 Infinity Avenue, Cambridge, MA 02139, [aluminum@alum.mit.edu](mailto:aluminum@alum.mit.edu), 617-XXX-XXXX

## SUMMARY

Accomplished strategy and finance professional with extensive experience in health care, financial services, energy, and education. Proven track record of improving client and firm performance across a broad range of corporate, not-for-profit, and government organizations. Strong ability to manage senior-level relationships and cross-functional teams.

## EXPERIENCE

**MIT MEDIA LAB**, Cambridge, MA, 20XX-Present

- Co-led development of virtual rehabilitation interface integrating clinical and home-based physical therapy.
- Interviewed clinicians to determine key specifications required for effective treatment in home and clinical settings.
- Collaborated on proposal that won \$100,000 innovation grant to further develop technology.

**XYZ PUBLIC CHARTER SCHOOLS**, Washington, DC, 20XX

- Led development and initial launch of performance management system to improve operational and academic excellence of network of ten schools with over 5,000 students, 500 staff, and \$70 million operating budget.

**GLOBAL INVESTMENT FIRM**, New York, NY and San Francisco, CA, 20XX-20XX

*Senior Associate, Global Analytics*

- Managed financial analysis and due diligence for over \$2 billion in private equity financing for investment acquisition targets in transportation, energy, clean technology, and real estate sectors. Negotiated and oversaw contracts and relationships with engineering, real estate, accounting, and investment banking advisory firms.
- Evaluated strategic market opportunities in clean technology sector, including potential investments in wind turbine technology and carbon markets. Firm subsequently invested in several carbon reduction projects.
- Delivered presentations on strategic analysis, financial valuation, and due diligence of potential investments to Board members and senior executives of Babcock & Brown, portfolio companies, and prospective investment targets.
- Streamlined investment review process firmwide, resulting in improved financial and risk analysis.

**AN INVESTMENT BANK**, New York, NY, 20XX-20XX

*U.S. Economist, Associate Director*

- Collaborated with retail and institutional investor sales force to increase distribution of U.S. economics research products that reached hundreds of thousands of clients. Advised large institutional investor clients on U.S. economics forecasts and research products and conducted customized client research.
- Managed launch of new research products from concept to distribution across sales channels. Led writing, production, and distribution of 200-page Data Decoder reference book, successfully positioned as flagship UBS research product
- Spearheaded integration of people, processes, and systems between PaineWebber U.S. Economics Team and UBS Global Economics Team following merger. Completed full integration six months prior to all other Research Teams and advised senior management on integration of remaining 150 PaineWebber Analysts.

**WORLD BANK**, Washington, DC, 20XX-20XX

*Research Analyst, Development Economics Research Group*

- Evaluated capital structure and corporate governance of 4,000 firms in Indonesia, Korea, Malaysia, Philippines, and Thailand before and after 1997 financial crisis to inform policy response.
- Prepared reports and presentations of survey findings for senior government officials, global business leaders, senior World Bank officials, and international press. Organized conference in Bangkok for key Asian cabinet ministers and World Bank officials to discuss findings.
- Designed and evaluated randomized trials of education programs across 300 schools in Kenya. Led 10-person team in overhaul of data management process to improve accuracy and analysis of 20,000 student records.

## EDUCATION

**UNIVERSITY OF PENNSYLVANIA**, Philadelphia, PA

*The Wharton School, Master of Business Administration, Major in Finance.* August 20XX.

*Graduate School of Education, Master of Science in Education, Major in Educational Leadership.* May 20XX.

- Extensive experience in strategic planning and business development for organizations including Mastery Charter Schools, Victory Schools, School District of Philadelphia, and Association for Sustainable Economic Development.

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**, Cambridge, MA

*Bachelor of Science, Major in Economics.* June 20XX. GPA: 4.5/5.0

## ADDITIONAL INFORMATION

- **Computer skills:** Competency in Excel financial modeling, Powerpoint, Access, SQL, SAS, Windows, and Mac OS.
- **Languages:** Written and spoken fluency in Spanish. Conversant in Mandarin Chinese.
- **International experience:** Worked in Chile, Peru, Mexico, Thailand, and Kenya. Studies for one year in Chile