

# Example Resumes



# Example Resumes

## About this Resource

- These sample resumes can provide insight and inspiration to begin writing your resume. Please do not copy and paste any content directly.
- These examples combine several examples directly from previous Denison student resumes.
- There is no "one-size fits all" approach to resumes. Recommendations on writing will vary from person to person and by industry and company. These examples contain best practices but are not comprehensive of all the possible ways to structure and format your resume.
- Please make an appointment with the Knowlton Center for guidance on your resume

## Example Resumes include:

- General Resume Examples
- Financial Services, Consulting, and Business Examples
- Healthcare, Clinical Research, and Wellness Examples
- Marketing, Sales, and Communications Examples
- Social Impact, Education, and Government Examples
- Technology, Data, and Science Examples
- Visual, Written, and Performing Arts Examples
- Curriculum Vitae Examples

# General Examples



# FRANKIE FIRSTYEAR

Denison University • Slayter Box 2106 • Granville, OH 43023

614-222-3333 | [frsyear\\_1@denison.edu](mailto:frsyear_1@denison.edu) | [www.linkedin.com/frankiefirstyear](http://www.linkedin.com/frankiefirstyear)

## EDUCATION

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**Denison University**, Granville, OH

*Bachelor of Arts, Communication*

Expected Graduation: May 2026

**Big Red High School**, Columbus, Ohio

National Honor Society | National Merit Scholarship Finalist

Graduated May 2022

## EXPERIENCE

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**Knowlton Center for Career Exploration**, Granville, Ohio

*Front Desk Staff*

August 2022-Present

- Provide a welcoming atmosphere by greeting and welcoming guests
- Answer direct inquiries about the work of the Career Center by parents, students and other visitors
- Review, analyze and approve up to 200 jobs and internship postings a day in the online posting system, Handshake

**Stay Cool Pool**, Newark, OH

*Concession Stand Worker*

Summers 2021-2022

- Responsible for setting up and closing out concession stand daily and maintaining inventory levels
- Trained five new hires on service and safety standards
- Managed scheduling of workers making sure that all shifts were covered with additional coverage during peak hours

## LEADERSHIP AND INVOLVEMENT

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**4H Club**, Columbus, Ohio

August 2020 – May 2022

- Bullet point or 2 starting with an action verb giving and example of what you did/accomplished
- Secondary bullet point if you need it

**Denison University, The Denisonian**, Granville, OH

*News Editor*

August 2020 – Present

- Evaluate and edit written materials for publication and confer with authors regarding changes in content, style, or organization
- Allocate print space for story text, photos, and illustrations according to space parameters and copy significance using knowledge of layout principles

**America Reads**, Newark, OH

*Tutor*

August 2020 – May 2021

- Mentored 5-10 elementary-aged children through ongoing interaction and positive reinforcement
- Enhanced children's study skills by aiding their reading comprehension and writing compositions

## SKILLS

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Fluent in Spanish and Chinese | Skill 2 | Skill 3 | Skill 4

# Denny Denison

Denison University • Slayter Box 2106 • Granville, OH 43023  
(740) 123-4567 • deniso\_d1@denison.edu

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## EDUCATION

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**Denison University**, Granville, OH Expected Graduation: May 2023  
*Bachelor of Arts*, Journalism and Spanish; Minor in Music Performance (Violin) GPA: 3.31/4.00

**CIEE Study Abroad**, Copenhagen, Denmark Spring 2022

## RELEVANT EXPERIENCE

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**Newark Elementary School**, Newark, OH August 2022 – Present  
*Third Grade Teacher's Assistant*

- Assisted cooperating teacher with preparation of lesson plans every morning
- Led instruction and activities to small groups and whole classroom
- Collaborated with students who needed additional academic support and learned to adapt to individual differences

**YMCA Camp Wilson**, Bellefontaine, OH Summers 2021 – 2022  
*Second Language Training Camp Counselor*

- Supervised and provided guidance for 20+ elementary school students whose first language is Spanish to enhance their communication skills
- Collaborated with a team of 6 counselors to plan and implement a safe, fun, and educational environment for students from diverse backgrounds
- Demonstrated excellent leadership skills to build trust with parents and guardians

## CAMPUS INVOLVEMENT

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**Denison University, Writing Center**, Granville, OH August 2020 – Present  
*Senior Writing Consultant*

- Consult with students in individual appointments to answer questions related to proper grammar and citation usage for essays, research papers, and other written documents
- Advise students on how to brainstorm topics, articulate ideas, and organize arguments in writing assignments

**La Fuerza Latina, Denison University**, Granville, OH August 2020 – Present  
*Treasurer*

- Manage yearly budget of \$xxx by tracking monthly expenditures using Excel
- Collaborate with executive committee to plan yearly budget and follow all requirements of DCGA funding process

**Denison University, The Denisonian**, Granville, OH August 2020 – May 2021  
*News Editor*

- Evaluated and edited written materials for publication and confer with authors regarding changes in content, style, or organization
- Allocated print space for story text, photos, and illustrations according to space parameters and copy significance using knowledge of layout principles

## SKILLS

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- Fluent in Spanish and Chinese
- Proficient with the use of Microsoft Office, Adobe Photoshop, and InDesign

# FOUNDATION RESUME

100 West College Street | Granville, Ohio 43023 | (555) 555-5555 | [abcde@denison.edu](mailto:abcde@denison.edu) | [www.linkedin.com/a](http://www.linkedin.com/a)

## EDUCATION

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**Denison University**, Granville, OH  
*BA/BS in XX*

Expected Graduation 20XX

**High School Name**, City, State  
GPA: XX (optional)  
Awards: (optional)

Graduation Year

## EXPERIENCE

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**Employer**, City, State  
*Your Title*

Dates

- Power verb followed by what you accomplished
- Power verb followed by what you accomplished

**Employer**, City, State  
*Your Title*

Dates

- Power verb followed by what you accomplished
- Power verb followed by what you accomplished

**Employer**, City, State  
*Your Title*

Dates

- Power verb followed by what you accomplished
- Power verb followed by what you accomplished

## LEADERSHIP AND INVOLVEMENT

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**College Organization**, Newark, New Jersey  
*Title*

August 2019-June 2021

- Action Verb about what you did

**High School Student Organization**, *Your Title*, City, State

Dates

- Text
- Text

**Other Organization**, *Your Title*, City, State

Dates

- Text
- Text

## SKILLS

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- Text
- Text



# Financial Services, Consulting and Business



# Emma Early Consulting

1234 Slayter Union Denison University | Granville, Ohio 43023  
(740) xxx-xxxx | consulting\_e@denison.edu | www.linkedin.com/in/earlyconsulting

## EDUCATION

**Denison University** - Granville, OH

*Bachelor of Science*, Computer Science and Data Analytics

Expected Graduation: May 2026

GPA: 3.58

**Relevant Coursework:** Macroeconomics, Commerce and Society, Discovering Computer Science

## SKILLS

- **Programming Languages:** Python | C | R
- **Software Proficiency:** Microsoft, Google Apps, Slack
- **Language Proficiency:** Vietnamese (Native speaker), English

## EXPERIENCE

### Red Frame Lab Consulting

*Team member*

February 2023 - Present

- Collaborate with members to analyze Local Client's marketing strategies and their effectiveness
- Brainstorm, develop, and prototype solutions to help improve the business' performance

### Red Start-Up

*Co-founder*

February 2023 - Present

- Conceptualize ideas and work on starting a new student-run business on campus to provide additional hangout space and a cultural hub on campus; attend weekly professional development meetings

### Mitchell Athletic Center

*Student Assistant*

September 2022 - Present

- Provide quality customer service to fitness center users; complete administrative tasks as assigned

## LEADERSHIP EXPERIENCE

### Student Council

*School Vice President*

September 2021 - June 2022

- Facilitated Student Council meetings of 20 members and hosted weekly school-wide community meetings of 300 students and faculty to give timely updates on Student Council initiatives
- Directed committees and organized planning of all-school events

### Women's Tech Outreach, Inc.

*Executive Director*

September 2021 - August 2022

- Led a team of 40 members in eight departments to manage day-to-day operations
- Created digital content and organized online events that reached 12,000 women

*Operations Director*

August 2020 - August 2021

- Founded the organization with the mission of inspiring young women to fight systemic inequality and pursue careers in STEM
- Supervised the recruitment process of Women's Tech Outreach, Inc.; planned and held bonding events

## COMMUNITY INVOLVEMENT

### Denison Ballet Club

*Founding Member*

- Plan and host weekly club gatherings; hold space for community members to gather and enjoy ballet-related activities on the Denison campus

### Community Action Fund

*Co-founder*

Mar 2020 - June 2021

- Raised \$86,706.03 to meet the needs of high school peers impacted by the outbreak of COVID-19



# SARA SAMPLE

1234 Cadet Drive, Colorado Springs, CO 20061 ▪ [sarah.sample@mail.com](mailto:sarah.sample@mail.com) ▪ 719-531-2006

## EDUCATION

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### UNITED STATES AIR FORCE ACADEMY

COLORADO SPRINGS, CO

*Bachelor of Science, Aeronautical Engineer*

MAY, 2015

- 3.73/4.0 GPA (Major) | 3.67/4.0 GPA (Cumulative)
- Relevant Coursework: Introduction to Finance Theory, Probability & Statistics, Multivariable Calculus, Thermodynamics I & II
- Roslyn Schulte Memorial Scholarship: awarded to rising college junior that demonstrated leadership and social responsibility
- London School of Economics Study Abroad Program (Spring 2014)

### COLORADO ACADEMY

DENVER, CO

MAY, 2011

- 4.4/4.0 GPA | 3.8/4.0 GPA (Un-weighted)
- SAT: 2350/2400
- Class of 2011 President, National Society of Collegiate Scholars, Varsity Volleyball Captain

## EXPERIENCE

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GOLDMAN, SACHS & CO.

NEW YORK, NY

### *INVESTMENT BANKING SUMMER ANALYST (INDUSTRIALS GROUP)*

MAY 2013 – AUG 2013

- Advised on \$1.2B sell-side M&A deal, completed buy-side M&A screen, and contributed to 11 total project teams
- Drove financial analysis for sell-side M&A deal, built the levered model projecting operations, financing and returns
- Completed 3 subsequent model iterations and built sensitivities; coded Excel macros to improve client experience
- Communicated with clients, partner banks, Goldman leadership to create investor materials and facilitate deal processes
- Performed M&A screen for \$20B client, designed 7 quantitative screen criteria and ranked 30 potential targets
- Built accretion-dilution mini-combo model with flexible architecture facilitating numerous targets and premium scenarios
- Read equity research and 10-Ks to create profiles, perform sum-of-the-parts valuation, and write growth commentary

AIR FORCE ACADEMY MANAGEMENT DEPARTMENT

COLORADO SPRINGS, CO

### *FINANCE RESEARCH ASSISTANT FOR PROFESSOR DR. ANDREW LOWE*

MAY 2012 – MAY 2013

- Analyzed SEC filings to assess target company valuations of strategic buyers compared to those of financial buyers
- Reviewed over 300 takeover auction background, identifying data points to calculate takeover premiums paid
- Systemically organized information using Excel to facilitate data analysis and further research
- Reviewed final paper for previous, relevant topic, and provided content and conceptual improvements

MIKE'S DEPARTMENT STORE

DENVER, CO

### *SALES CLERK*

MAY 2011 – AUG 2011

- Advised customers and completed sales
- Increased sales earnings by 20% in the Junior's Department for the period of June to August
- Named "Employee of the Month" by recommendation of customers for friendly and helpful service (July)

## LEADERSHIP & ACTIVITIES

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CADET FOR A DAY, INC.

COLORADO SPRINGS, CO

### *FOUNDER/PRESIDENT*

NOV 2011 – PRESENT

- Founded and direct national 501 (c)3 non-profit spanning 3 states bringing diverse elementary students to the United States Air Force Academy for a "cadet for a day" experience; exposes students to engineering and school opportunities
- Built organization structure, lead executive team with special initiatives department; fundraised \$56K for annual budget
- Monitor non-profit compliance, write and deliver grant presentations, and speak publically about organization experiences

## ADDITIONAL INFORMATION

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**Technical Training:** Java, C+, Python, App development

**Languages:** Spanish (fluent), French (conversational)

**Interests:** Volleyball, CrossFit, World Cup

# FRANCINE A. FINANCE

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Denison University Slayter Box 1234 Granville, OH 43023  
740-587-0810 | finance\_fl@denison.edu | linkedin.com/in/franfinance

## EDUCATION

Denison University, Granville, OH  
*Bachelor of Arts, Economics, concentration in Financial Economics*

Expected Graduation: May 2025  
GPA: 3.7/4.0

**Relevant Coursework:** Corporate Finance, Financial Accounting, Data Analytics, Macroeconomics, Microeconomics, Sustainable Finance, Calculus I

## RELEVANT EXPERIENCE

June 2023 - August 2023

### **Meisrow Financial Holdings, Inc., Chicago, IL**

*Intern: Retirement Advisory Services*

- Drafted weekly reports for 4-6 clients per week utilizing Power BI and Excel to analyze the performance of their investment portfolio; presented 3-5 analytical reports per client
- Collaborated with 30-40 prospective clients with a ~15% conversion rate to assess financial planning options via meetings & presentations to evaluate their personal financial goals to help clients achieve a ~8% ROI
- Reviewed 5 investment tools (401K, IRA, etc.) to better assist clients in meeting their future financial goals

### **Wallick Communities, New Albany, OH**

*Accounting Intern*

October 2022 - March 2023

- Assisted in the preparation of monthly and quarterly financial statements, ensuring accuracy and compliance with GAAP (Generally Accepted Accounting Principles)
- Utilized advanced Excel functions to develop automated spreadsheets to streamline data entry and reporting processes, resulting in a 20% reduction in data processing time
- Supported the audit team by conducting substantive testing, gathering audit evidence, and maintaining organized documentation

### **Walden Financial, Granville, OH**

*Summer Intern*

June 2022 - August 2022

- With the guidance of senior advisors, assisted in the preparation of client presentations and reports - effectively communicating investment performance and portfolio recommendations
- Maintained client confidentiality and upheld the fiduciary duty to prioritize clients' best interests in all interactions

## LEADERSHIP AND INVOLVEMENT

### **91.1 WDUB FM: The Doobie Radio**

*DJ/Host of an original podcast/show: 'Francine Talks Finance'*

October 2022 - Present

- Facilitated, designed, and planned 25+ unique episodes focused on financial literacy
- Arranged customized playlists to support these episodes and to generate listener interest
- Cultivated connections with 20+ financial experts and thought leaders to produce quality content for listeners

### **Denison University**

August 2022 - Present

*Community Advisor (CA)*

- Foster community development and well-being for a floor of 50+ residents by providing guidance, support, and weekly programming for all residents
- Train 15 incoming CAs on job duties such as conflict resolution, program promotion, newsletter production, and other collaborations to nourish and sustain community

## SKILLS AND INTERESTS

**Languages:** French, basic proficiency in Spanish

**Skills:** Microsoft Excel (Pivot Tables, Vlookups, nested IF statements, VBA), Power BI, Stata, SQL, Tableau

**Interests:** Music, investing, podcasts, reading, rock climbing

# Healthcare, Clinical Research and Wellness



# Hassan Healthcare

3434 Make a Difference St Granville, OH 43023  
(555)555-5555, healthcare\_h1@denison.edu

## EDUCATION

**Denison University**, Granville, OH

*Bachelor of Arts in Health, Exercise & Sports Studies, Chemistry Minor*

Anticipated Graduation: May 2023

GPA: 3.45

## HEALTHCARE EXPERIENCE

**Granville Fire Department**

September 2022 - Present

Certified EMT - *Granville, OH.*

- Acquired EMT certification by passing the NREMT after taking a 10-week EMT course
- Accumulate weekly ambulance experience in both rural and urban communities
- Provide quick and efficient pre-hospital support related to: respiratory/oxygen support, traumatic falls, safety concerns and chest pains

**Nationwide Children's Hospital**

August 2022- January 2023

Volunteer - *Columbus, OH.*

- Observed pre-hospital procedures and medical emergencies, such as cardiac arrest, traumatic motor vehicle accidents, and general bacteria/viral-induced illnesses
- Greeted and directed patients and their families while providing a welcoming and inclusive environment
- Assisted floor RNs in conducting detailed inventory daily in order to efficiently restock comfort carts with reading items, toys and hygiene products

**Denison University Department of Sports Medicine**

August 2021 - June 2022

Student First Aider - *Granville, OH.*

- Attended quarterly trainings and received certification in CPR related emergency best practices
- Assessed injuries and illness risks associated with competitive athletics and implemented preventative measures such as ice packs and taping as appropriate

**The Ohio State University Wexner Medical Center**

March 2022

Student Observer - *Columbus, OH.*

- Observed Orthopedic Surgeon Dr. Grant Jones for 36 hours, including multiple procedures such as rotator cuff repair surgery and knee/shoulder injections

## CAMPUS LEADERSHIP & INVOLVEMENT

**Student Athlete - Varsity Volleyball**

August 2020 -Present

Denison University - *Granville, OH*

- Demonstrate time management by successfully managing full academic course load while balancing 30+ hours per week of team commitments
- Contribute conflict mediation and player-to-coach communication strategies in order to enhance team function
- Mentored first-year teammates in transitioning to college and handling the demands as a student athlete

## SKILLS

Analysis Software (SPSS & JMP), Chinese (Intermediate writing/speaking), Microsoft Office (Excel, PowerPoint, Word), taking & recording vitals (blood pressure, oxygen levels, heart/respiration rates), Qualtrics

## Ralph Research

2323 Innovation Lane, Columbus, OH 43054  
(444)444-4444, research\_r5@denison.edu  
LinkedIn: [www.linkedin.com/in/ralph\\_research](https://www.linkedin.com/in/ralph_research)

### Education:

**Denison University**, Granville, OH  
*Bachelor of Science, Biology*

Expected Graduation: June 2024  
GPA: 3.72

- **Relevant Coursework:** Molecular Biology, Applied Anatomy, Abnormal Psychology, Immunology
- **Awards/Honors:**
  - *Exordium Scholar Leader*: selected as 1 of 50 high-achieving undergraduate students to participate in accelerated leadership development program led by the Lisska Center of Intellectual Engagement
  - *Ebaugh Prize in General Chemistry*: selected by Department of Chemistry faculty as outstanding first-year student in General Chemistry course

### Lab Skills:

- **Biology:** bacterial cell plating, autoclaving, accurate micropipetting, PCR analysis, gel electrophoresis, and creating buffer solutions, cell concentration dilutions, chemotaxis, JMP
- **Chemistry:** IR spectroscopy analysis, NMR spectroscopy analysis, compound synthesis, extraction and purification of compounds
- **Applied Anatomy:** [cat] dissection involving muscles (chest, abdominal) & internal organs (heart, respiratory, digestive)

### Research Experience:

#### **Duke University - Department of Biology**

May 2023 - August 2023

Summer Research Assistant

- Interpreted, analyzed and generated workflow for analysis of gene expression response of *Prochlorococcus* to temperature change (RNAseq)
- Collaborated with three peers and lab Primary Investigator (PI) to modify research methodology in response to IRB requests and compiled literature review to aid PI decision making
- Presented results via poster presentation to over 100 faculty and students at Duke University

#### **Denison University - Department of Biochemistry**

January 2022 - May 2022

Lab Assistant

- Collaborated with instructor to prepare necessary equipment and materials prior to laboratory sessions to increase efficiency of lab experience for students
- Inspected and accurately recorded chemical inventory and equipment in order to promote safety and hygiene practices

#### **Denison University - Department of Biology**

May 2021-August 2021

Anderson Science Summer Research Scholar

- Conducted 10-week research experience with faculty to investigate using CRISPR to mitigate immune response to transplants
- Scanned over 200 calorimetry results and analyzed data to discover to what extent the side chains directly impact the phase changes
- Trained new lab teammates by demonstrating proper techniques and providing supportive observation as they acclimated to the team
- Utilized JMP to analyze data and compiled findings into abstract to submit for publication

## Doris Do-Good

1212 Heart Avenue  
Columbus, OH 43054

(444)444-4444  
good\_d2@denison.edu

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## EDUCATION

### Denison University

*Bachelor of Arts in Global Health, minor in Biology*

**Expected Graduation: May 2025**

**3.2 GPA**

## GLOBAL HEALTH EXPERIENCE

### Global Health Fellow

**Fall 2023 - Present**

*Denison University Department of Global Health*

- Selected by faculty in recognition of exceptional academic performance and a dedicated pursuit of knowledge in the field of global health
- Promote the major through weekly social media posts on Instagram and planning two student networking events per semester

## LEADERSHIP & INVOLVEMENT

### Community Advisor

**August 2022 - Present**

*Denison University - Granville, OH*

- Create and execute 10 programs per semester to target the needs of residential students
- Foster and develop individual relationships with students in the residential area through regular, semesterly 1:1 conversations
- Collaborate with peers on monthly newsletter to communicate about campus events and share useful information in a creative manner
- Conduct room checks, enforcing university rules and regulations verbally and in writing

### Literacy Tutor

**August 2020 - August 2023**

*America Reads - Newark and Utica, OH*

- Engaged with 8-10 elementary school students in reading intervention and memory practice, creatively adapting to individual student learning needs

### Treasurer

**January 2021-December 2022**

*Denison University's The Synapse Intercollegiate Science Magazine, Granville, OH*

- Managed yearly budget of \$1,500 by tracking quarterly monthly expenditures in Excel
- Collaborated with executive committee to plan yearly budget and followed all policies for the university funding process in a timely manner
- Facilitated dates of printing magazines, communicated expectations to all stakeholders and distributed new issues throughout campus

## SKILLS

- |                                      |                                     |   |
|--------------------------------------|-------------------------------------|---|
| • Statistical analysis - JMP & Excel | • Google Suite and Microsoft Office | • Focus groups and survey data collection |
| • Spectrophotometer                  | • IR, NMR Spectroscopy              | • Bacterial inoculation                   |
| • Intermediate Spanish               | • Applying for IRB                  | • Cell and tissue cultures                |



# Marketing, Sales and Communciations





# I.M. Hired

Hired\_i1@denison.edu | 100 W. College St. | Granville, OH 43023 | LinkedIn URL

## EDUCATION

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Bachelor of Arts, Communication  
Denison University, Granville, OH

May 2023

## EXPERIENCE

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### Public Relations Chair

Aug. 2022-May 2023

*Sigma Rho Iota Kappa (ΣPIK), Granville, OH*

- Led efforts to increase awareness of fraternity's community service projects
- Created quarterly newsletter sent to 3,000 alumni to share news and solicit donations
- Routinely met with Executive Committee to make strategic decisions for the club

### Marketing Intern

Summer 2022

*Boutique Store, Inc., Columbus, OH*

- Streamlined content calendar across social media platforms to engage target audiences
- Analyzed data to make decisions on posting schedule, improving interactions by 15%
- Redeveloped brand guidelines to reflect company values and meet consumer expectations

### Student Assistant

Aug. 2021-May 2022

*Athletics Communication, Denison University*

- Wrote post-game recaps for Men's and Women's basketball featured on denisonbigred.com
- Uploaded highlight reels to social media increasing engagement on posts by 10%

### Waiter/Front of House Staff

Summers 2020, 2021

*Taco Tuesday on Thursday Restaurant, Granville, OH*

- Greeted guests and set tone for a welcoming experience to 100 guests on a daily basis
- Managed orders averaging \$60 per ticket in assigned section of 10 tables
- Effectively handled dietary restrictions and provided alternative options to assist customers

## INVOLVEMENT

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### Varsity Team Member

2019 - 2023

*Denison University Soccer*

- Managed a schedule of 30+ hours of training, travel, and games earning four varsity letters
- Assisted in recruiting by writing emails, making phone calls, and providing campus tours
- Mentored fellow athletes by helping new players learn team strategies and terminology

### Member

2019-2023

*Sigma Rho Iota Kappa (ΣPIK), Granville, OH*

- Logged more than 500 service hours through volunteer events in the local community

## SKILLS

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Adobe Creative Suite | Canva | Hootsuite

## Lynn Tern

tern\_l1@denison.edu | 100 W. College St. | Granville, OH 43023 | LinkedIn URL

### EDUCATION

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Bachelor of Arts, International Studies  
Denison University, Granville, OH

Expected Graduation: May 2024

### EXPERIENCE

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#### Communications Intern

Summer 2022

*Globex Corporation, Springfield, IL*

- Assisted in distribution of weekly press releases, highlighting company achievements and local philanthropy efforts.
- Managed media information keeping accurate press book of more than 100 local and national reporters and editors.
- Operated vendor table at outreach events to increase awareness of the company
- Wrote 5 articles for company website featuring stories of employees

#### Student Assistant

Aug 2021 - Present

*Denison University Library, Granville, OH*

- Manage scheduling system to accurately track room and equipment reservations
- Greet library patrons and assist guests with utilizing library resources
- Assisted in organizing library stacks and making sure books could be easily accessible

### PROJECTS

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#### Independent Study

Fall 2022

*INTL 363*

- Researched historical and cultural trends in the European Union, gathering extensive information to provide context to key current events
- Presented at a regional conference gaining valuable public speaking skills and exploring new ways to further elaborate on the topic.

### INVOLVEMENT

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#### Women in Business

2022 - Present

*Member*

- Attend weekly meetings to discuss professional development opportunities
- Assist in arranging Denison alumni to speak to the organization about their career paths

#### WDUB

2021 - Present

*DJ*

- Host an hour long radio show every Friday, discussing current campus topics and playing new music
- Craft a playlist to develop more weekly listeners by staying current on campus music trends

#### Denison Concert Choir

2020 - Present

*Member*

- Rehearse 6 hours per week during the academic year
- Lead small group part rehearsals to help bring pieces together

# Social Impact, Education and Government



# AMIRA WATERS

email@denison.edu  
123.456.7890

123 Any Street  
Columbus, OH

## EDUCATION

**Denison University** | Granville, OH  
*Bachelor of Arts, Anthropology & Sociology*  
GPA: 3.65, Dean's List Fall 20xx-Spring 20xx

Expected May 2025

**School for International Training** | Lima, Peru  
Intensive Spanish Language Program, Independent Field Study: Environmental Education

Fall 2023

## YOUTH DEVELOPMENT EXPERIENCE

**Camp Green Lakes** | Marlinton, WV

*Group Leader*

May-August 2022

- Managed team of 10 counselors as they provided care and instruction for 180 young adults ages 12-15 during eight-week residential program
- Trained staff on responding to common camper issues such as motivation, homesickness, and group dynamics
- Communicated proactively with caregivers via phone and email to ensure campers' needs were met

*Activity Specialist*

May-August 2021

- Collaborated with co-counselor to create a positive living environment for 14 campers aged 11-13
- Assisted campers in resolving conflict, modeling positive dialogue and interpersonal respect at all times
- Led daily activity sessions on camp low-ropes course, facilitating games that promoted camper confidence and group trust

**Denison University Big Brothers, Big Sisters** | Granville, OH

*Big Sister*

August 2020-Present

- Foster and maintain positive, supportive mentoring relationship with matched student
- Plan engaging activities and outings to support mentee in exploring new hobbies and interests
- Completed training on child safety, recognizing child abuse, youth developmental stages, communication, and boundary-setting
- Communicate routinely with Match Support Specialist for additional support, resources and updates

## LEADERSHIP & INVOLVEMENT

**Denison University Office of First-Year Programming** | Granville, OH

*Orientation Leader*

August 2022-Present

- Served on team of upperclass leaders welcoming new students to campus
- Collaborated with faculty advisor to assist first-years in advising and course selection
- Maintained contact with first-year students throughout the year to ensure smooth social and academic transition

**Mitchell Recreation & Athletic Center** | Granville, OH

*Student Supervisor*

August 2022-Present

- Ensured smooth daily operations of 8,000 square foot Mitchell Athletics Center, including front desk, Crown Fitness Center, and varsity athletic facilities.
- Set and communicated weekly schedule of student staff, supervised student associates, and addressed performance gaps when necessary
- Provided exceptional customer service to students, staff, community members, and visiting athletics teams

## SKILLS

**Languages:** Spanish (intermediate proficient), Twi (fluent)

**Certifications:** Red Cross First Aid & CPR Certified

# REZA MAY

123 Any Street, City, ST | [email@denison.edu](mailto:email@denison.edu) | 123.456.7890

## EDUCATION

**Denison University** | Granville, OH

May 20xx

*Bachelor of Arts, History, GPA: 3.36, Alumni Scholarship Recipient*

## RELEVANT EXPERIENCE

**Youth Prevention Council of Greene County** | City, ST

*Program Intern*

June 2023-Present

- Planned, executed, and marketed a 5k run aimed at erasing mental health stigma, raising over \$10,000 for youth mental health services in Greene County
- Built partnerships with city government officials, local restaurants, vendors, and event spaces to secure donations and appropriate city permits for 5k event
- Led and guided 15-member youth council in planning and executing community events using the strategic prevention framework.
- Coordinated with community officials to create and distribute posters and bracelets advertising resources for crisis situations and promoting dialogue around mental health

**Denison University Housing & Residential Communities** | Granville, OH

*Community Advisor*

Month 20xx-Present

- Guided and supported 45 first-year students in academic and personal transition to college, including issues of time management, conflict resolution, and navigating campus resources
- Designed, budgeted, and marketed 10 educational and social events to foster a welcoming community among hall residents
- Responded to resident issues including interpersonal conflicts, maintenance requests, and wellbeing concerns, escalating issues to professional staff members when appropriate

## CAMPUS & COMMUNITY LEADERSHIP

**Delta Sigma Theta, Pi Kappa Chapter**

Aug. 2022- Present

*Vice President*

- Manage chapter finances, including yearly dues, donations and expenses; draft and submit detailed financial summary to national office at the conclusion of each semester
- Increase chapter funds by 250% year-over-year by improving digital process for alumni donations
- Collaborate with chapter President to determine and execute annual chapter goals, communicating with national office staff as needed

**Denison University Women's Track & Field**

Aug. 2021- May 2023

*Varsity Athlete*

- Successfully balance 30 hours per week of training, conditioning, travel, and competition with a rigorous academic schedule
- Receive and implement feedback from coaching and conditioning staff to improve personal and team performance
- Collaborate with chapter President to determine and execute annual chapter goals, communicating with national office staff as needed

## SKILLS

- **Social Media & Design:** Canva, Hootsuite, Twitter, Instagram, Facebook
- **Languages:** French (Intermediate Proficiency)

# MARISA VARGAS

 123.456.7890  [youremail@email.com](mailto:youremail@email.com)  Chicago, IL

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## EDUCATION

DENISON UNIVERSITY

*BACHELOR OF ARTS | POLITICS AND PUBLIC AFFAIRS | EXPECTED MAY 2023*

- GPA: 3.2
- Department Fellow | August 2022 - May 2023

## CAMPAIGN & POLICY EXPERIENCE

CAMPAIGN VOLUNTEER

*CONGRESSWOMAN JANE DOE | CHICAGO, IL | JUNE 2022 - AUGUST 2022*

- Documented relevant voter data and canvassed through in-person and telephone conversations with constituents of Congresswoman Doe
- Initiated over 250 outbound calls to undecided voters in key geographic areas, encouraging them to register, vote, and volunteer for Congresswoman Doe
- Communicated Congresswoman Doe's policy position on critical district issues such as increasing food accessibility, expanding job training for Chicago public school graduates, and implementing sustainable infrastructure to constituents

SUMMER SCHOLARS UNDERGRADUATE RESEARCH

*DENISON UNIVERSITY | GRANVILLE, OH | MAY 2021 - AUGUST 2021*

- Conducted a ten-week research project on impact of media coverage on child policy in the U.S. from 1900-2015, culminating in a final paper and poster presentation to over 300 members of the Denison University faculty, staff, and student community
- Sourced and coded over 100 hours of radio and television media coverage to discern the characteristics of representation of social movements that lead to child policy change success

## LEADERSHIP & COMMUNITY INVOLVEMENT

COMMUNICATIONS DIRECTOR

*DENISON UNIVERSITY VOTES (DUVOTES) | GRANVILLE, OH | AUGUST 2021- MAY 2023*

- Designed and executed nonpartisan voter engagement campaigns reaching over 600 accounts
- Created and managed content for Instagram and Denison's public-facing website
- Designed new logo and created formal brand kit for consistency in future PR efforts

PRESIDENT & GENERAL MEMBER

*LA FUERZA LATINA (LATINX STUDENT UNION) | GRANVILLE, OH | MARCH 2022 - FEBRUARY 2023*

- Organized and developed events to promote Latinx culture and community on Denison University campus
- Led general member and executive board meetings, setting agenda, moderating discussion, and determining action items and follow up
- Planned and facilitated biweekly social, wellness, cultural, and career programs for members
- Mentored and advised new student leaders on First-Year Leadership Board

# Technology, Data and Science





# Gordon Bombay

Granville, Ohio 43023 | (xxx) xxx-xxxx | bombey\_g2@denison.edu | LinkedIn Link Here

## EDUCATION

### Denison University | Granville, OH

Expected Graduation May 2025

*Bachelor of Science, Data Analytics*

GPA: 3.85

- Dean's List (2021)

### Gahanna Lincoln High School | Gahanna, OH

June 2021

*Honors Diploma*

GPA: 3.88

- National Honor Society (2020-Present)

## SKILLS

**Coding Languages:** Python, C++

**Software:** Microsoft Excel (Pivot Tables, Vlookups, nested IF statements, VBA) | Word | PowerPoint

**Language:** English | Spanish

## RELEVANT COURSEWORK

Introduction to Data Analytics | Data Analytics Colloquium

## WORK EXPERIENCE

### Administrative Assistant | Granville, OH

August 2023 - Present

Denison University Athletics

- Introduce a more efficient filing system that reduced the staff file retrieval time by 20%
- Maintain patient databases and create reports using MS Access and Excel
- Maintain detailed records, coordinate meetings, process invoices and liaise with vendors

### Student Ambassador | Granville, OH

January 2022 - February 2023

Denison University Admissions

- Delivered weekly engaging and interactive presentations to incoming students and their families during the academic year
- Greeted guest and their families at the front desk to answer questions about the university and direct them to their desired location(s)

## CAMPUS LEADERSHIP & INVOLVEMENT

### Vice President | Granville, OH

September 2022 - Present

Lambda Chi Alpha (LXA)

- Collaborate with the Fraternity President to help organize and form the 7 Committee Chairs
- Preside over weekly committee chairmen meetings to keep all parties informed

### Student Athlete | Granville, OH

August 2021 -Present

Denison University Hockey

- Build and maintain relationships that contribute to excellent team morale and culture
- Lead weekly team conditioning with the direction of coaching staff to help the team be ready to compete
- Exercised personal discipline by balancing team commitments of 25+ hours per week while managing a rigorous academic schedule

## VOLUNTEER EXPERIENCE

### Youth Hockey Coach | Westerville, OH

May 2019 - May 2021

Mighty Ducklings Youth Hockey

- Arranged the hosting of and organization of youth hockey tournaments to
- Coordinated youth hockey camp for over the last few years resulting in back to back championship wins
- Instructed and supervised the development of youth children into hockey players

# TONY STARK

Manhattan, NY 10001 | (XXX) XXX-XXXX | [tony\\_s1@denison.edu](mailto:tony_s1@denison.edu) | [Custom LinkedIn URL](#) | Github Link

## EDUCATION

**Denison University** | Granville, OH Graduated May 2024  
*Bachelor of Arts, Physics* | *Bachelor of Arts, Global Commerce* GPA: 3.80

- **Relevant coursework:** Applied Mathematics for Physical Systems | Computer Systems | Machine Learning Algorithms | Statistical Modeling | Data Structures & Algorithms | Global Financial Markets | Commerce & Society

## RELEVANT SKILLS

**Languages and libraries:** Python, R, SQL, C++, Pandas, TensorFlow, Pytorch, NumPy, Scikit-Learn, SciPy, Seaborn Qiskit, Cirq  
**Tools:** Tableau, PowerBI, JupyterLab, VS Code, G-Suite, Microsoft Office Suite, Git, Slack, Google Analytics

## PROJECTS & RESEARCH

**Denison Department of Physics** | Granville, OH Fall 2023 – Present  
*Undergraduate Research Assistant*

- Assist faculty members and graduate students in conducting research on theoretical aspects of quantum field theory.
- Perform calculations and simulations to study the behavior of quantum systems under various conditions.
- Analyze experimental data and contribute to the development of mathematical models to explain observed phenomena.
- Collaborate with the research team to present findings at department seminars and conferences.
- Contribute to the preparation and submission of research papers for publication in peer-reviewed journals.

**Physics XXX Class Project: Quantum Computing Algorithms** | Granville, OH Spring 2022

- Led a team of students in researching and implementing quantum computing algorithms for specific computational problems.
- Utilized programming languages and software frameworks, such as Qiskit and Cirq, to simulate quantum circuits.
- Explored the applications of quantum algorithms in optimization and cryptography, presenting findings to the club members.
- Actively participated in discussions and workshops on emerging trends and advancements in the field of quantum computing.

## WORK EXPERIENCE

**Intel** | Columbus, OH May 2023 – August 2023  
*Supply Chain Management Intern*

- Worked with the global supply chain team to optimize logistics and reduce costs through efficient procurement and distribution strategies.
- Conducted market research and analysis to identify new business opportunities and potential partnerships.
- Assisted in the development and implementation of marketing campaigns targeting international markets.
- Contributed to financial analysis and budgeting processes to ensure effective resource allocation.
- Collaborated with cross-functional teams to streamline communication and coordination across multiple regions.

## ON-CAMPUS LEADERSHIP AND INVOLVEMENT

**Denison Physics Society** January 2023 - Present  
*Secretary*

- Assisted in organizing guest lectures, workshops, and physics-related events for students.

**Science Outreach Program** Summers 2022 & 2023  
*Volunteer*

- Conducted interactive science experiments and demonstrations for local schools and community organizations.

## HONORS & AWARDS

**Physics Department Fellow** | Denison University May 2022-May 2023  
**Dean's List** | Denison University May 2022-May 2023

# Thomas Technical

Denison University • Granville, Ohio

(740) 555 - 5555 • [deniso\\_d1@denison.edu](mailto:deniso_d1@denison.edu) • [www.linkedin.com/in/thomasttechnical](http://www.linkedin.com/in/thomasttechnical)

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## EDUCATION

**Denison University** Granville, OH

Expected Graduation May 2024

*Bachelor of Arts*, Computer Science Major and Data Analytics Minor

GPA: 3.22

Scholarships: Alumni Award (2018-Present), Dean's List (Fall 2021)

## TECHNICAL SKILLS

- Coding: C/C++, Java, x86 assembly, C#, PHP, Javascript, HTML, CSS, SML, Ruby, Perl
- Technologies/Environment: Windows, Win32 API/GUI, Linux, MySQL, OpenGL, ASP.NET

## RELEVANT COURSEWORK

- Probability, Computing, and Graph Theory; Programming Languages; Fog, Cloud Systems, and IoT; Software Engineering; Operations Research

## PROJECTS

### **Face Detection**

September 2018 - December 2018

- Coded paths for the XML classifier files prior to executing the program
- Integrated software to analyze up to 800 videos from webcam or video files stored in a PC's local storage
- Assessed

### **Weather Application**

January 2020 - May 2020

- Applied X to create a working weather app
- Led a team of 4 to achieve a distinction award
- Wrote software for the weather app in Python

### **Puzzle Game**

January 2021 - May 2021

- Designed multiplayer labyrinth and puzzle game with C#
- Outsourced portions of the game to 5 friends via Github

## EXPERIENCE

### **Black Knight Financial Services**

June 2021 - August 2021

*Java Programmer Intern*

- Designed 8 applications using x86 assembly, PHP, Javascript, HTML, Ruby, and C/C++
- Created project guidelines with 7 requirements from all team members
- Reviewed test results to guide further development

## CAMPUS INVOLVEMENT

### **Women in Math and Computer Science**

October 2022 - Current

*Vice President*

- Serve as liaison between 4 Denison University faculty
- Plan 8 different outreach events that had a total of 45 members' engagement

# Visual, Written and Performing Arts



# Penny Performer, Violin

1234 Street, City name, State

(413) 572-5206 | performance@denison.edu | Portfolio Link or LinkedIn URL

## EDUCATION

**Denison University**, Granville, Ohio

Expected Graduation: May 2024

Bachelor of Arts, Music (Composition Emphasis)

GPA: 3.6

**Awards:** Mary G. and G. Harold Osborne Endowed Scholarship, 2022

*Recipients audition and are selected by a faculty committee based on artistic merit and potential, academic achievement, and leadership*

## MUSIC EXPERIENCE

### As Conductor

Denison University Symphony Orchestra, TUTTI Music Festival  
Kurt Ebsary: Sultan of Strut (world premiere)

March 2022

Denison University Symphony Orchestra  
Johann Christian Bach: Sinfonia in D Major

October 2021

### As Performer

Denison Symphony Orchestra Concerto  
Wolfgang Amadeus Mozart: Violin Sonata

November 2022

Longwood High Contemporary Symphony Orchestra Scholarship Ensemble  
Johann Sebastian Bach: Violin Concerto in A Minor

June 2019

## RELATED EXPERIENCE

**Department of Music, Denison University**, Granville, Ohio

August 2022-present

*Music Theory Tutor*

- Designed customized lesson plans and learning strategies tailored to each student's skill level and learning style
- Familiarize students with music theory concepts, including harmonic and form analysis, sight-singing, and dictation skills through regular drop-in tutoring hours
- Instruct beginning composition students in the use of notation software (Sibelius and Dorico)

**Short North Stage Columbus, OH**

Summer 2022

Education and Marketing Intern

- Assisted in developing and implementing marketing strategies to promote local theatre productions, resulting in increased audience engagement and ticket sales.
- Created compelling content for social media platforms, including Facebook, Instagram, and Twitter, to enhance the theatre's online presence and reach a wider audience.
- Designed the Playbill Advertising flyer that was distributed to every small business in the area

## SKILLS

Sibelius Software | Pro-Tools | Dorico Pro 2 and 3 | Logic Pro X | Photoshop | Excel | Google Suite



# TRACEY THEATRE

EMC

123-456-7891 | name@gmail.com | Portfolio Link

Height: 5'4" | Weight 140 | Hair Color: Black | Eye Color: Brown | Range: Mezzo-Soprano/Belt

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## REGIONAL/PROFESSIONAL THEATRE

Midsummer Night's Dream  
Fun Home  
Taming of the Shrew

Lysander  
Medium Alison  
Flower Girl / Millineress

Waterloo Shakespeare Company  
CATCO (Steven Anderson)  
Cleveland Shakespeare Festival

## EDUCATIONAL THEATRE

Thoroughly Modern Millie  
Cloud Nine  
Urinetown  
Into the Woods  
Skin of Our Teeth

Mama/Ensemble  
Maud/Edward  
Little Sally  
Cinderella  
Gladys Antrobus

Denison University  
Denison University  
Denison University  
Denison University  
Denison University

## RELATED EXPERIENCE

Burpees Seedy Theatrical Company, Improvisational Comedy Performer, Denison University  
Genital Monologues, Head Producer, Denison University  
Ribbon of Life Benefit, Featured Singer, The Hilton

## AWARDS AND HONORS

Illinois Theatre Roundtable Awards, Best Supporting Actress in a Musical  
Ohio Musical Theatre Award, First place, College Musical Theatre

## EDUCATION AND TRAINING

Denison University, May 2024  
Degree: Bachelor of Arts, Theatre, Minor in Vocal Performance  
Acting: Eleni Papaleonardos, Cheryl McFarren, Ian Short  
Voice: Belinda Andrews-Smith, Kevin Wines

## MASTERCLASSES AND WORKSHOPS

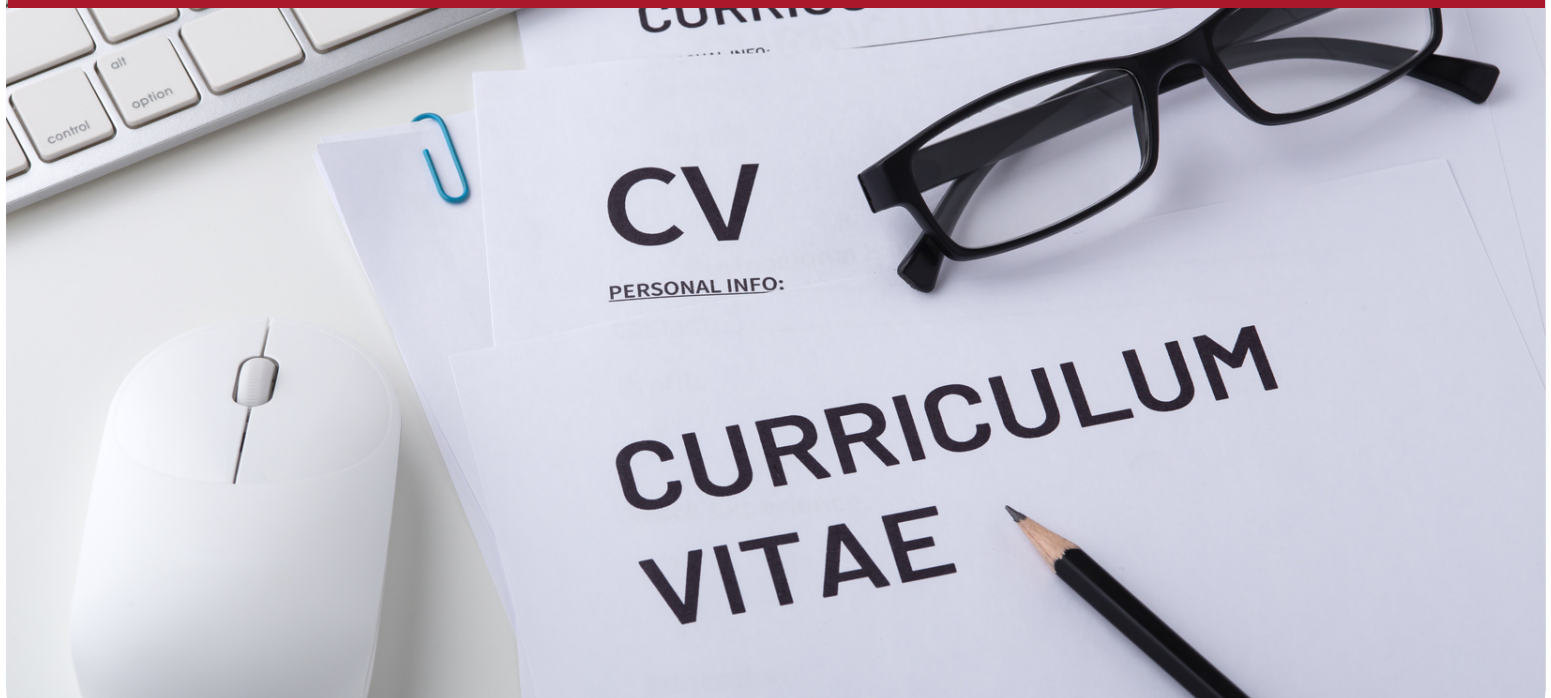
Steve Edlund, David Shire, Kate Baldwin, Kristin Chenoweth, Michael Cassara

## SPECIAL SKILLS

Fluent in Cantonese, Dance: Ballet, Tap, Jazz, Intermediate Piano, Choreography, Improvisation  
Ohio Driver's License, Valid Passport



# Curriculum Vitae (CV) Examples





# IMA GRADSTUDENT

Granville, OH | LinkedIn Link Here | 765-XXX-XXXX | student\_i4@denison.edu

## EDUCATION

**Denison University**, Granville, OH  
*Bachelor of Science, Biochemistry*

Expected Graduation: May 2023  
GPA 3.85

## TECHNICAL SKILLS

### Languages:

- French (Native language)
- English (Working Proficiency)

### Laboratory skills:

- Performing thin layer and column chromatography
- Purification and quantification of nucleic acids
- Operating plate readers (especially those from TECAN)
- Operating UV/Vis, FT-IR, and NMR spectrometer
- Designing sgRNA in CRISPR/Cas systems to specifically digest DNA plasmids

## RESEARCH EXPERIENCE

### Biochemistry Department | Denison University

August 2021 - Present

#### *Student Researcher*

- Studied the genetics of *Sus Scrofa Domestica* with regard to which gene and by extension which biomolecule controls the mutation factor found in this animal
- Examined the nature of fluorescence in Dicty-engulfed FITC labeled *E. Coli* to discover what factors contributed to this result through multiple tests

### Summer Scholars Program | Denison University

May 2022 - July 2022

#### *Student Researcher*

- Examined the possible low level laser sensitivity induced cell proliferation in *Sus Scrofa Domestica* and its possible use in understanding laser therapy
- Collaborated with five other laboratories within the Chemistry Department to design a laser setup to test its usability for further experimentation
- Furthered developments in quantifying Dicty cell count using a spectrophotometer to test the absorbance of light in these cells

### Chemistry Department | Denison University

October 2019 - March 2020

#### *Laboratory Assistant*

- Explored the growing development in laser-induced breakdown spectroscopy
- Investigated new techniques for preparation of bacterial placement surfaces
- Assisted student and staff in experimental alignment and data collection processes
- Analyzed and compare spectral intensities using various software packages

## PRESENTATIONS

- "Habitat Selection and Animal Behavior," Summer Science Symposium. Denison University, Granville, OH, October 2019.
- "Biochemistry and Higher Education," Panelist, South Atlantic Modern Biochemistry Association. Atlanta, GA, August 2018.

## ADDITIONAL WORK EXPERIENCE

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### Subway | Granville, OH

Fall 2019 - Spring 2021

#### Crew Trainer

- Trained 20+ new employees on service stations, presentation stations, and employee etiquette to provide the “silver standard” level of customer service
- Managed drive-thru cash windows using headsets and automation system to help maintain customer traffic
- Evaluated trainees on operational fundamentals based on training materials provided by corporate
- Collaborated with other Crew Trainers and management to maintain store standards set by upper management

## CAMPUS LEADERSHIP AND INVOLVEMENT

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### Tour Guide and Senior Interviewer

December 2019 -

#### Present

#### Denison University Admissions

- Delivered engaging and interactive presentations to high school physics classes resulting in positive feedback and invitations for additional sessions scheduled for the following year
- Prepared various marketing materials alongside colleagues and others in the office to mail out information packets to perspective students

### French Culture Club

Fall 2020 - Spring 2022

#### Secretary and Community Senator

- Represented the organization in the student government to increase awareness of the French students’ interests and needs across campus
- Collaborated with other cross-culture campus organizations to celebrate our unique holidays through off-campus catering and other events

### Denison Campus Governance Association

Fall 2020- Spring 2022

#### Treasurer

- Cooperated with the finance chair and other members of the senate, as well as the Community Leadership & Involvement Center, to reform the budget process to move online
- Engaged with the finance committee to review the budget requests (except in cases of conflict of interest) of each campus organization to ensure the student activity fees are put to appropriately allocated

## HONORS & AWARDS

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### Dean’s List

2019, 2020, 2021

- Awarded to Denison students with a semester GPA of 3.70 or higher

### Chemistry & Biochemistry Department Fellow

2021

- Granted to top senior majors by department to assist in various roles

### American Chemical Society Award for Outstanding Junior Major

2021

- Awarded to an outstanding Junior major in the Columbus Section

### E. Stanley Melick Scholarship in Biological and Physical Sciences

2023

- Awarded to the top Biochemistry students

### Ebaugh General Chemistry Award

2022

- Awarded to the top general Chemistry students

# DENISON

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Austin E. Knowlton Center for  
**Career Exploration**