

RESUME EXAMPLES

Quinn E. Packe

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(203) 203-2222

Current Address:
275 Mount Carmel Ave.
Hamden, CT 06518

Permanent Address:
1234 Main Street
Anytown, NJ 22345

PROFILE

Sophomore English major with previous publishing and editorial experience seeking internship in the publishing industry. Excellent time management skills and ability to perform at a high level in fast-paced, deadline driven environments.

EDUCATION

Quinnipiac University, Hamden, CT
Bachelor of Arts, **English**, Minor in Political Science
Cumulative GPA: 3.3

Expected May 2020

RELATED ACTIVITIES

The Chronicle (University Newspaper), Quinnipiac University, Hamden, CT
Contributing Writer and Co-Editor, Sports

September 2016-present

- Authored weekly column on Quinnipiac University Basketball providing game coverage, and feature stories, for Men's and Women's basketball.
- Actively assist with editing process for more than 20 weekly articles in the sports section, meeting all deadlines as assigned.
- Collaborate with Editor to organize staff assignments for 15 reporters to ensure all events are covered.

RELATED COURSEWORK

Creative Writing

Sports Journalism

Critical Thinking

American Literature

VOLUNTEER

Family Health Clinic, New York Presbyterian Hospital, New York, NY
Volunteer

May – August, 2015-2016

- Effectively addressed and resolved patient concerns regarding policies and procedures in a busy clinic serving a diverse population.
- Organized patient files and prepared preliminary charts for up to 200 incoming patients daily
- Translated hospital forms and documents from English to Spanish

SKILLS

Computer: Advanced Microsoft Word; Proficient Excel and PowerPoint; Intermediate Adobe Photoshop and InDesign
Language: **Conversational Spanish**

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PROFILE Senior with previous internship experience in public relations and strong academic preparation seeking full-time opportunity in public relations. Excellent interpersonal skills, attention to detail and ability to perform at a high level in fast-paced environments.

EDUCATION **Quinnipiac University**, Hamden, CT
Bachelor of Arts, Sociology, Minor in Political Science Expected May 2018
Cumulative GPA: 3.68; Major GPA: 3.81
Dean's List, Spring 2013-Fall 2017

- Study Abroad at University College, Cork, Ireland, Fall 2015

RELATED EXPERIENCE **Edelman Worldwide Public Relations**, New York, NY
Public Relations Intern May – August 2016

- Effectively collaborated with a team of seven interns to develop and present mock PR campaign for existing client; Received Award of Excellence from senior management for top proposal
- Assisted in brainstorming sessions, making pitch phone calls, organizing social media campaigns, and collecting data for major accounts including *Pepsi*, *L'Oreal*, and *Subway*
- Attended weekly lectures by senior level staff on public relations strategy

ADDITIONAL EXPERIENCE **Family Health Clinic, New York Presbyterian Hospital**, New York, NY
Volunteer May – August, 2015, 2016

- Effectively addressed and resolved patient concerns regarding policies and procedures in a busy clinic serving a diverse population.
- Organized patient files and prepared preliminary charts for up to 200 incoming patients daily
- Translated hospital forms and documents from English to Spanish

SKILLS Computer: Basic Microsoft Word, Excel and PowerPoint
Language: **Conversational Spanish**

ACTIVITIES **Model United Nations**, Quinnipiac University, Hamden, CT
Alumni Coordinator and Fundraising Representative January 2016 to present

- Chosen in selective process to attend Model UN Conferences and won speaking award for representation of Canada in General Assembly debates, January 2015
- Organized Quinnipiac's Security Council Simulation High School Conference for more than 150 attendees, November 2017
- Published article in The Chronicle (Quinnipiac newspaper) about what the UN does and how it can work more effectively to combat contemporary security threats

Debate Team, Quinnipiac University, Hamden, CT
Member September 2016 to present

- Selected by faculty as one of only 5 competitors, from an original pool of more than 50 applicants, to compete in intercollegiate tournaments
- Won novice speaking awards
- Attended lectures on rhetoric and debate tactics
- Assist in organizing and judging Quinnipiac debate tournaments

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PROFILE

Senior biology major with significant research and lab experience seeking research associate position in the pharmaceutical industry. Excellent technical skills, attention to detail and ability to perform at a high level in fast-paced environments.

EDUCATION

Quinnipiac University, Hamden, CT

Bachelor of Science, Biology, Minor in Chemistry

May 2018

Cumulative GPA: 3.68; **Major GPA: 3.81**

Dean's List, Spring 2014-present

- Study Abroad at University College, Cork, Ireland, Fall 2016
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SKILLS

Laboratory: Bacterial Transformation; Micropipetting; DNA/RNA Purification and Protein Quantification; Microscopy; Transfection; Southern, Northern, Western Blot; Aseptic technique; Immunohistochemistry; Gel electrophoresis/SDS-PAGE

Computer: Basic Microsoft Word, Excel and PowerPoint

Language: **Conversational Spanish**

RESEARCH EXPERIENCE

Department of Pathology, Yale University Medical Center, New Haven, CT

Research Laboratory Technician

May – August 2016

- Assisted in DNA vaccine research against infectious diseases such as HIV and West Nile Virus.
- Collaborated effectively with a team of 6 researchers and trained three new interns.
- Designed DNA vaccine adjuvant currently in Phase I human clinical trials with National Institute of Health.
- Awarded 2nd place in field of vaccines at Yale Center for AIDS research 8th annual competition.

Violence Intervention Project, Children's Hospital of Philadelphia, Philadelphia, PA

Clinical Research Assistant

May – August 2015

- Contributed to management of health surveillance program that refers injured youth to appropriate community organizations.
 - Conducted follow-up interviews with patients from three major Philadelphia area hospitals
 - Created and organized database of more than 2,000 former clients using MS Excel
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ADDITIONAL EXPERIENCE

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 - Translated hospital forms and documents from English to Spanish
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ACTIVITIES

Model United Nations, Fundraising Representative, Quinnipiac University, Hamden, CT

January 2016 to present

Debate Team, Member, Quinnipiac University, Hamden, CT

September 2015 to present