

Student Sample

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(573) 555-5555

EDUCATION

Bachelor of Science in Biological Sciences

University of Missouri

Expected Date of Graduation: May 20__

GPA in Major: 3.26

SUMMARY OF QUALIFICATIONS

- Strong quantitative research methods and experience collecting field samples
- More than four years of effective management experience
- Excellent interpersonal, customer service and organizational skills
- Lifelong commitment to environmental preservation and sustainability

RESEARCH EXPERIENCE

Laboratory Assistant, Biology Department, Laboratory of Professor Mark Willis,
University of Missouri. *May 20__ – Present*

- Prepared and cleaned over 1,000 frog habitats
- Processed various frog information electronically
- Analyzed frog calls and prepared recordings
- Solved problems concerning pests and developed caretaking strategies

Wildlife Associate, Wesa-a-geh-ya Wildlife Sanctuary.
Warrenton, Missouri. *February 20__ - May 20__*

- Cleaned and fed about 100 captive exotic animals
- Constructed several wolf habitats on property
- Developed teamwork abilities while cleaning cages to insure safety of personnel

ADDITIONAL EXPERIENCE

Desk Attendant, Excellence Hall, University of Missouri,
September 20__ - May 20__

- Answered incoming phone calls, sorted mail, and signed in guests
- Recorded and reported maintenance concerns to residence hall coordinator

Student Manager, Panera Bread, St. Louis, Missouri,
Summers 20__ - 20__

- Addressed all customer concerns and issues in a timely and courteous manner
- Supervised team of 6 staff members to ensure smooth operation of store
- Tallied cash register totals for evening shift and made daily bank deposits

COMMUNITY SERVICE & ACTIVITIES

Habitat for Humanity, Publicity Chair
Sustain Mizzou, Treasurer

Circle K, Member
Omicron Delta Kappa (academic honorary), Member