

# NAME

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201 East 1460 South  
Madison, WI 53706

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## EDUCATION:

### University of Wisconsin-Madison

Madison, WI  
May 20XX

*Bachelor of Science in Biology*

- Minor in Environmental Studies
- GPA: 3.6

## EXPERIENCE:

### Madison City Environmental Department

Madison, WI

*Environmental Specialist I: Analysis and Monitoring Division*

January 20XX – Present

- Input and analyze data concerning proposed economic development and make recommendations to prevent environmental problems.
- Model traffic patterns and maintain GIS database for city with population of 50,000 residents.
- Perform Area Source Modeling and prepare reports for community information.

*Intern for the Field Services Division*

June 20XX – August 20XX

- Performed data management related to environmental regulation and adherence from area businesses and industry and updated emissions inventory data.

### University of Wisconsin School of Medicine

Madison, WI

*Intern, Department of Neurobiology and Anatomy*

September 20XX – May 20XX

- Developed existing protocols to aid in research on neurulation and apoptosis, and organized data.
- Purified DNA samples and analyzed sequence data.

### Walgreens Pharmacy

Madison, WI

*Service Assistant*

January 20XX – August 20XX

- Promoted to lead position, third in command behind Store Manager and Assistant Manager.
- Managed three people each shift; trained seven new employees.
- Performed tasks related to daily operations including financial reporting and store opening/closing.

*Sales Associate*

June 20XX – January 20XX

- Provided friendly customer service to over 100 customers on a daily basis.
- Stocked and arranged merchandise according to corporate guidelines.
- Handled more than \$1,000 in daily cash transactions.

## LABORATORY AND COMPUTER SKILLS:

*Biological Applications*

- Experience with cloning and DNA sequencing
- Western blotting; SDS-PAGE; microinjection; spectrophotometry; PCR and IEX; TLC and Gel Filtration Chromatographics

*Software/Hardware Applications*

- Proficient with Excel, Word, PowerPoint, I-Steps, Adobe Photoshop, Dreamweaver
- Working knowledge of GIS, ArcView, Breeze (ISCST3)

## ACTIVITIES:

### Alternative Spring Break Program, Bennion Center, University of Wisconsin-Madison

*Site Leader*

March 20XX

- Planned logistics for week-long service trip to Seattle, Washington with a focus on Hunger and Food Justice.
- Motivated group of 12 peers to engage in community service, volunteerism, and holistic wellness activities.

*Participant*

March 20XX

- Completed service projects in Madison, WI for Environmental Stewardship.

### Chadborne Residence Hall, University of Wisconsin Housing

*Treasurer*

August 20XX – May 20XX

- Oversaw \$7,000 in funds allocated to a residence hall of 300 students.
- Cooperated with eight resident advisers to organize 10 social functions.