

**SAMPLE
ELECTRONIC
RESUME**

◀ Scarlotta Science ▶

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BOBBETTE BEARCAT

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OBJECTIVE

Computer Programmer

EDUCATION

Bachelor of Science, Computer Science, May 20XX
Northwest Missouri State University (Northwest), Maryville, MO
Major GPA 3.2/4.0

KEY WORDS

COBOL, Java, CCNA (Cisco Certified Network Associate), Word, Excel, PowerPoint, Access, Microsoft Office, hardware installation, C++, C#, Visual Basic, troubleshooting, SOAP, XML, AJAX

EMPLOYMENT

Help Desk Assistant, Northwest Owens Library, Maryville, MO, October 20XX-Present
Install new software and troubleshoot computing problems. Assist approximately 20 patrons per day with software related questions. Schedule 5 student employees.

Intern, Soft-tech Corporation, Kansas City, MO, May-August 20XX
Assisted in the development of new software packages. Provided programming solutions using C++ and COBOL. Updated company website and participated in staff meetings.

Office Assistant, Northwest Admissions, Maryville, MO, August 20XX-October 20XX
Directed telephone calls, interacted with prospective students and families, scheduled campus tours. Answered general questions regarding the university and prepared mailings.

Server, Pizza Hut, Maryville, MO, September 20XX-August 20XX
Provided excellent customer service in a busy environment, conducted cash register transactions. Awarded "Server of the Month" in March 20XX.

ACTIVITIES

Sigma Phi Epsilon, August 20XX-Present
Planned and coordinated banquet for 50 alumni visitors. Administered budget for Homecoming activities. Organized fundraiser for Multiple Sclerosis generating \$3000.

Objective

Complete a degree in veterinary medicine and attain a Ph.D. in reproductive physiology

Educational Background

Bachelor of Science in Biology

Northwest Missouri State University (Northwest)—Maryville, MO
♦ Named Top Ten Sophomore by Mortar Board Senior Honor Society 20xx
♦ President's Honor Roll (4.0 GPA) for four trimesters
♦ Academic Honor Roll (3.5 GPA) for three trimesters

April 20XX
Last 45 hours: 3.91/4.0
Major: 3.87/4.0
Overall GPA: 3.92/4.0

Related Experience

Organic Chemistry Tutor, Chemistry Department, Northwest—Maryville, MO

♦ Tutor organic chemistry students by explaining concepts, diagramming reactions, describing ideas.

November 20XX-Present

Research Assistant, Biology Department, Northwest—Maryville, MO

♦ Researched the effects of three weight loss drugs on the metabolic rates of genetically obese rats.
♦ Cleaned, fed and measured metabolic rates of rats weekly; will submit scientific paper for publication.
♦ Presented findings, via PowerPoint, to Missouri Academy of Science during spring trimester.

October 20XX-April 20XX

Deer Check-In Assistant, Missouri Department of Conservation, Nodaway County—Maryville, MO

♦ Aged and sexed all deer checked in to accurately estimate the population distribution in the area.

November 20XX & 20XX

Species Survival Intern, Audubon Center for the Research of Endangered Species—New Orleans, LA

♦ Completed 400 hours of daily zoo-keeping tasks with hands-on exotic and lab animal care.
♦ Observed reproduction procedures such as oocyte retrievals and recoveries, interspecies embryo transfers, artificial insemination, sperm collections, assisted egg hatch, and scientologies.
♦ Analyzed animal behaviors and participated in costume-rearing sandhill crane chicks from birth.

May 20XX-July 20XX

Pelican Banding Volunteer, U.S. Fish and Wildlife Service—Lacombe, LA

♦ Conducted bird surveys and helped band over 700 juvenile pelicans on remote gulf coast islands.

June 20XX

Zoology Laboratory Assistant, Biology Department, Northwest—Maryville, MO

♦ Created a stimulating learning environment using interactive teaching methods of explanation.
♦ Designed test environment, wrote test questions, and determined students grades based on two examinations, eight quizzes and weekly attendance.

August 20XX-December 20XX

Field Research Study Abroad Participant, The School for Field Studies, Boston University, South Africa

♦ Participated in three directed field research projects on African, wild animal behavior.
♦ Gathered information on animal behavior and summarized findings using statistical methods.
♦ Researched previous experiments to correlate findings.

July 20XX-August 20XX

Campus Involvement

Omicron Delta Kappa National Leadership Honor Society

Secretary

♦ Recorded minutes and took attendance at weekly meetings, documented members' volunteer hours

February 20XX-April 20XX

Fall 20XX-Spring 20XX

102 River Wildlife Club

Treasurer

♦ Documented and authorized purchases, balanced club's checkbook

August 20XX-April 20XX

20XX

Fundraising Committee

♦ Brainstormed and organized fundraising plans monthly with committee, collected money from members

20XX

Blue Key National Honor Fraternity

Secretary

♦ Recorded minutes and attendance at meetings and club activities

September 20XX-April 20XX

Fall 20XX-Spring 20XX

Tower Queen Chair

♦ Organized Tower Queen voting process and award ceremony

Spring 20XX

Mortar Board Senior Honor Society

February 20XX-April 20XX

Tri-Beta Biological Honor Society

September 20XX-April 20XX