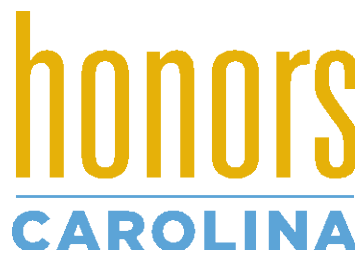


Resume Guide



Honors Carolina Resume Guide

A resume is a professional summary of your education, experiences, and qualifications. **On average, employers spend between 5-7 seconds reviewing a resume.**

- Make your document stand out by making it easy to read and tailoring your experiences, skills, and qualifications to the desired opportunity
- Although resume formats can vary by industry, the following guidelines are foundational.

Format

LAYOUT

- Limit to 1 page
- Use 1" margins
- Align dates and location to the right

FONT

- Use 16 point for name; 12 point for headers; and 11 point for content
- Use an easy-to-read, professional, black font such as Arial or Times New Roman
- Be selective and consistent when using bold, italics, underlining, and capitalization
- Use digits when referring to numbers

STRUCTURE

- Set your name apart from the body of the resume
- Include the following contact information:
 - Phone number (include only one with a professional voicemail)
 - Email address (professional address that you check regularly)
 - LinkedIn, Github, or other digital portfolio link
 - Address (optional - current, permanent or both)
- Organize your resume into sections such as: Education; Honors; Experience; Leadership; Skills
- List positions in reverse chronological order and include: position, date, name of organization, location, and a summary of your experiences in bullet form

BULLET POINTS

- Start each bullet point with an action verb (see pages 6-8), incorporating keywords from the posting
- Refrain from using pronouns (I, my, you, etc.)
- The number of bullet points will vary depending on your engagement in the role (recommend 2-4)
- **Proofread – your punctuation, grammar, and syntax must be flawless**

Marketing your Experiences

Tailor your resume to the opportunity and include skills and experiences that are relevant and demonstrate your qualifications. It is not necessary to include every experience on your resume. Consider using the following sections:

EDUCATION:

- Beginning with your highest degree, include your degree, major(s), minor/concentration, and expected date of graduation
- Include your GPA if it is above a 3.00. You may highlight your major and cumulative GPA
- Go two places beyond the decimal and never round up—03.859 is 3.85
- Typically, high school information should be removed by the fall of your 3rd year. Only include high school information if it gives you a competitive advantage
- Include Study Abroad in this section. List the host institution, focus of the program, and dates attended. If you completed an internship while studying abroad, list the internship in your experience section

HONORS:

- List Honors Carolina, Dean's list, scholarships and others awards, such as Burch Fellowship, Carolina Blue Fellowship, Robinson Fellowship, Taylor Fellowship, Weir Fellowship, Will Froelich Honors Fellowship Program, etc. (see page 4)
- Include a brief contextual descriptor for each of your noted Honors (see page 6)

RELEVANT COURSEWORK OR PROJECTS:

- Highlight coursework that is relevant to the opportunity but distinct from your primary academic concentration(s)
- Personal and Academic Projects can be included to highlight relevant skills
- Projects should include the name of the project, class, location, and start and end date of project. Use bullet points to describe skills and scope of work

EXPERIENCES:

- Include experiences – paid, extracurricular, community service, and volunteer experience relevant to the desired opportunity
- List your job title, organization, location, and dates of employment
- Consider grouping selected experiences into themed sections relevant to the intended audience
- Within each section, list experiences in reverse chronological order
- Use bulleted phrases to demonstrate your skill, scope of work, and impact
- Use present tense to describe current experiences and past tense for experiences that have concluded

SKILLS:

- Highlight technical, language, certification, lab, and/or computer skills. Include levels of proficiency and dates of certification or licensure when relevant

Writing Strong Bullet Points

Communicate the relevance of your academic, research, and global experiences to make your resume stand out. A strong bullet point demonstrates how skills were used to drive outcomes. Each bullet point should include the following three components:

1. **Action Verb** – The Action Verb displays your skill. Use verbs found in the posting or that are desired by the intended audience (see pages 6-8)
2. **Experience Description** – Provide a description of the scope of your work
3. **Outcome** – Conclude with a quantitative statement that demonstrates the outcome or impact of your efforts

Examples:

Skymind, Inc., San Francisco, CA

Spring 2016

Skymind is an open-source, enterprise deep-learning provider (if company is not widely known, include a 1-line description)

Intern

- Collaborated with a team of 6 programming interns to develop new “AI” products aimed to increase online business security
- Utilized C++ and DeepLearning4j on projects devoted to detecting fraud and recognizing images for outside businesses
- Presented project work to executive board members at end of the semester and received “Top Intern” award for Spring 2016

Adidas Headquarters

Herzogenaurach, Germany

Financial Analytics Intern

Summer 2015

- Reviewed store chargebacks to determine shipping and packaging violations, targeting inefficiencies and ultimately recording the recovery of \$3,800 dollars of shipping costs
- Audited expense reports and matched against receipts to ensure reconciliation of money owed
- Performed accounting of store inventory on a daily basis and compiled monthly projections of inventory needs as to improve on-hand inventory

Honors Study Abroad Cape Town

Cape Town, South Africa

Khayelitsha After School Program

Spring 2017

- Tutored and mentored approximately 120 students ages 8-11 in math, science, and nutrition
- Organized a two-week soccer tournament with 6 teams from local schools
- Secured sponsors for tournament to provide each participant with a jersey and a new soccer ball

Honors/Awards Contextual Descriptors

When listing Honors Carolina experiences or fellowships in an Honors/Awards section on a resume, it is important to include a description that gives the reader context.

	Sample Description
Honors Carolina	Competitive, four-year academic program enrolling 10% of each class
Burch Fellowship	Awarded a \$6,000 grant to develop two mobile applications for rural health care clinics in India
Carolina Blue Fellowship	Awarded a \$5,000 grant to pursue an international sports marketing internship with the India Premier Cricket League
Honors Cape Town	Completed a 4-month study of the achievements, complexities, and challenges of post-apartheid South Africa and interned 30 hours a week at the Desmond Tutu HIV Foundation
Honors London	Completed a 4-month, immersive study of British art, politics, and history while completing a 20-hour weekly internship in Parliament
Honors Silicon Valley	Completed a 4-month immersive study of innovative enterprises and entrepreneurship while completing a 30-hour weekly internship at a tech startup
Honors Washington DC	Completed a 4-month immersive study of public policy and global affairs while engaging in a 4 day/week internship on Capitol Hill
Robinson Fellowship	Awarded a \$5,000 grant to travel to Spain and study medieval texts pertaining to the art of healing throughout the ages
Taylor Faculty-Mentored Summer Research Fellowship	Awarded a \$4,000 grant to study plutonic and volcanic rocks through mineral scale isotopic fingerprinting
Weir Fellowship	Awarded tuition and board for semester-long intensive Mandarin language study and interned for 8-weeks at the Beijing Cultural Heritage Protection Agency
Will Froelich Honors Fellowship Program	Awarded \$7,500 to pursue an internship abroad

Strong Bullet Point Examples

Honors Carolina offers students extraordinary global, academic, and faculty-mentored research opportunities that foster transferable skills. Use strong bullet points to articulate your knowledge, skills, and experiences in a compelling way.

	Sample Bullet Point
Burch Fellowship	Developed two mobile applications in Mandawa, India to improve accessibility to health care clinics
Burch Field Research Seminar	Analyzed relationship between implementation of smart technologies in Germany and the Netherlands and energy consumption to identify best practices
Carolina Blue Fellowship	Launched social media campaign for the India Premier Cricket League resulting in 5% increase in ticket sales
C-START	Designed a 13-week honors seminar, "Landmark Discoveries in Molecular Biology and Genetic Engineering," which was included in the UNC-CH 2018 Fall semester course catalogue
Honors Thesis	Collated historical information about individuals, families, and events during the Antebellum South using audio and videotapes and interviews to uncover the hidden cultural identity of the South
Robinson Fellowship	Analyzed Spanish medieval texts to identify historical modes of healing which are still prevalent in modern society
Taylor Faculty-Mentored Summer Research Fellowship	Collaborated with European biologists in a lab setting, gaining an appreciation for European perspective on methods to address and curtail biological implications of carbon emissions
Weir Fellowship	Facilitated educational seminars for students, artists and architects, lawyers, tourism industry representatives, journalists, community leaders, and government bureaucrats to raise awareness and support preservation of China's rich cultural heritage
Will Froelich Honors Program Fellowship	Visited 10 US National Parks to document the effect of recent climate change events using personal interviews and photographs

Essential Skills and Correlating Action-Verbs

The following list of action-verbs is organized by the top skills employers seek.

Leadership

Accomplished	Educated	Led
Achieved	Encouraged	Monitored
Acted	Enforced	Motivated
Administered	Engaged	Organized
Advised	Enhanced	Planned
Attained	Exceeded	Prepared
Chaired	Executed	Promoted
Championed	Facilitated	Provided
Clarified	Fostered	Recruited
Coached	Guided	Reinforced
Conducted	Headed	Reorganized
Contributed	Implemented	Represented
Controlled	Improved	Served
Coordinated	Increased	Strengthened
Counseled	Influenced	Supplied
Delegated	Initiated	Taught
Delivered	Inspired	Trained
Demonstrated	Launched	Tutored

Teamwork

Adapted	Engaged	Provided
Administered	Executed	Recruited
Advised	Facilitated	Referred
Allocated	Fostered	Reinforced
Assisted	Guided	Reorganized
Coached	Inspired	Represented
Collaborated	Interacted	Strengthened
Consulted	Joined	Supported
Contributed	Launched	Taught
Coordinated	Motivated	Trained
Counseled	Participated	Tutored
Encouraged	Planned	

Communication

Addressed	Dedicated	Marketed
Advertised	Delivered	Mediated
Advised	Directed	Moderated
Advocated	Drafted	Motivated
Annotated	Edited	Negotiated
Answered	Explained	Persuaded
Articulated	Facilitated	Presented
Authored	Graphed	Promoted
Briefed	Instructed	Publicized
Clarified	Interpreted	Reconciled
Communicated	Interviewed	Recorded
Consulted	Introduced	Responded
Convinced	Lectured	Translated
Corresponded	Lobbied	Wrote

Problem-Solving

Aided
Alleviated
Ameliorated
Augmented
Counseled
Customized
Debugged
Eased
Elevated
Enlarged
Extended
Extracted
Finalized
Fulfilled

Generated
Identified
Interceded
Invented
Lightened
Polished
Procured
Reconciled
Rectified
Reduced
Refined
Reformed
Rehabilitated
Reinforced

Remedied
Remodeled
Repaired
Restored
Retrieved
Revitalized
Revived
Settled
Solicited
Solved
Streamlined
Strengthened
Supplemented
Transformed

Initiative

Accelerated
Accomplished
Achieved
Acquired
Advanced
Bolstered
Boosted
Built
Coordinated
Created
Dedicated

Demonstrated
Enriched
Established
Expanded
Expedited
Implemented
Improved
Increased
Initiated
Innovated
Inspired

Introduced
Launched
Minimized
Mobilized
Modified
Multiplied
Overhauled
Revamped
Revised
Updated
Upgraded

Analytical

Analyzed
Appraised
Assessed
Audited
Balanced
Calculated
Compared
Compiled
Computed
Conceived
Constructed
Converted
Defined

Determined
Developed
Diagnosed
Enhanced
Enlarged
Enlightened
Evaluated
Examined
Forecasted
Formulated
Identified
Inspected
Integrated

Interpreted
Investigated
Mapped
Merged
Observed
Originated
Perceived
Predicted
Researched
Reviewed
Synthesized
Tabulated
Utilized

Flexibility

Acclimated
Accommodated
Adapted
Adjusted
Altered
Amended

Anticipated
Balanced
Changed
Complied
Converted
Evolved

Grew
Improvised
Modified
Revised
Reworked
Tailored

Technical

Assembled
Built
Calculated
Coded
Computed
Constructed

Designed
Devised
Engineered
Fabricated
Maintained
Operated

Overhauled
Programmed
Remodeled
Repaired
Upgraded

Organization

Adjusted
Allocated
Analyzed
Arranged
Assembled
Assigned
Balanced
Chaired
Consolidated
Consulted
Coordinated
Delegated
Directed

Executed
Maintained
Managed
Monitored
Operated
Organized
Oversaw
Planned
Prioritized
Produced
Programmed
Reduced
Reorganized

Responded
Reviewed
Revised
Scheduled
Selected
Simplified
Solved
Streamlined
Strengthened
Structured
Supervised
Tracked
Trained

Creativity/Innovation

Assembled
Built
Charted
Composed
Conceived
Conceptualized
Created
Cultivated
Customized
Designed
Developed
Devised
Directed
Drafted
Established
Expanded
Fashioned
Formulated

Founded
Generated
Identified
Illustrated
Implemented
Improved
Incorporated
Initiated
Instituted
Integrated
Invented
Launched
Mapped
Merged
Modified
Modernized
Performed
Prepared

Produced
Redesigned
Refined
Remodeled
Repaired
Replaced
Restructured
Revamped
Revitalized
Shaped
Simplified
Standardized
Streamlined
Styled
Transformed
Updated

Education	University of North Carolina at Chapel Hill Bachelor of Science in Economics with second major in History GPA: 3.85	May 2017
Honors	Honors Carolina - Highly competitive, four-year academic program enrolling 10% of each class Honors Carolina Blue Fellowship - Awarded a \$5,000 grant to pursue an international sports financial analyst role with Adidas	
Financial Experience	UNC Management Company <i>Annual Reports Intern</i>	Chapel Hill, NC August 2016— December 2016
	<ul style="list-style-type: none"> Produced the 2016 fiscal year reports for the UNC Investment Fund to improve organizations understanding of expenditures and budgetary needs for 2017-18 academic year. Aggregated fund data and calculated cost estimates to ensure premium, cost-efficient production 	
	Adidas Headquarters <i>Financial Analytics Intern</i>	Herzogenaurach, Germany Summer 2015
	<ul style="list-style-type: none"> Reviewed store chargebacks to determine shipping and packaging violations, targeting inefficiencies and ultimately recording the recovery of \$3,800 dollars of shipping costs Audited expense reports and matched against receipts to ensure reconciliation of money owed Performed accounting of store inventory on a daily basis and compiled monthly projections of inventory needs as to improve on-hand inventory 	
Communication Experience	Bloomberg News <i>Stocks Desk Intern</i>	New York, NY June 2016 — August 2016
	<ul style="list-style-type: none"> Contributed to 50+ articles concerning daily stock market activity, single-stock options, and overarching investing trends Compiled market and economic data on the Bloomberg Terminal on various subjects such as market volatility, trading volume, and afterhours option chains. 	
	Minyanville Media, Inc. <i>Editorials Intern</i>	New York, NY May 2014 — August 2014
	<ul style="list-style-type: none"> Prepared over 35 articles concerning stock markets, personal finance, and investing to increase consumer awareness of daily financial trends Created promotional materials to raise awareness of collections of publications with market-specific analysis, resulting in 5% increase in T3 Live Subscriptions 	
Leadership Experience	Phi Beta Kappa Academic Honor Society <i>Vice President and Philanthropy Chair</i>	Chapel Hill, NC January 2014 — Present
	<ul style="list-style-type: none"> Create and distribute newsletters in order to engage chapter alumni with current organizational events Managed semester's budget of approximately \$10,000 to ensure proper balance and distribution within the organization Organized 5K event to benefit the National Arts & Sciences Initiative, raising over \$2,000 	
	A Drink for Tomorrow <i>Co-Director of Finance</i>	Chapel Hill, NC August 2013 — Present
	<ul style="list-style-type: none"> Manage annual budget of approximately \$1200 to ensure sound spending practices Assist in grant writing and secured \$500 in funding Form partnerships and coordinate benefit nights with local businesses, high schools and rotaries to raise awareness of global water issues 	
Skills	Bloomberg Certification (2016)	

Entrepreneurship Resume Sample
FIRST NAME LAST NAME

Phone|Email|LinkedIn|Online Portfolio URL

EDUCATION

University of North Carolina, Chapel Hill, NC

Bachelor of Arts in Economics with a second major in Art History

Minor: Entrepreneurship

May 2019

GPA: 3.9/4.0

- Carolina Scholar, Recipient of Full Merit-Based Scholarship
- Dean's List - all semesters
- Phi Beta Kappa Academic Honor Society
- Honors Silicon Valley - Completed a rigorous, immersive study of innovative enterprises and entrepreneurship while completing a 30-hour weekly internship at a tech startup. Earned an Entrepreneurship minor as a result of the program.

ENTREPRENEURSHIP EXPERIENCE

Greenovation, Inc., Mount Olive and Chapel Hill, NC

Fall 2017-present

Founder and CEO

- Founder of "Greenovation," a startup company focused on selling affordable solar power infrastructure to NC farmers
- Collaborate with an executive team of 4 to secure seed money from over 150 investors
- Promote business plan and company overview at 6 different Chamber of Commerce meetings in first 4 months
- Secure 12 contracts for solar panel installation totaling over \$110,000 in first 6 months in business
- Manage 3 teams of electrical and solar panel contractors/technicians and schedule installations accordingly

SkyMind, Inc., San Francisco, CA

Spring 2016

Intern

- Worked on a team of 6 programming interns to develop new "AI" products aimed to increase online business security
- Utilized C++ and Deeplearning4j on projects devoted to detecting fraud and recognizing images for outside businesses
- Presented project work to executive board members at end of the semester and received "Top Intern" award for Spring 2016

COMMUNICATION EXPERIENCE

Hops Burger Bar, Chapel Hill, NC

August 2016 – December 2016

Cashier, Server, Social Media Networker

- Took customers' orders, operated the cash register and phone, delivered food, washed dishes, cleaned and mopped
- Promoted to Social Media Networker after 3 months. Created and managed Facebook page. Developed special offers.

COMMUNITY INVOLVEMENT

UNC Young Entrepreneurs Club, Chapel Hill, NC

Spring 2018 – Present

President and Community Liaison

- Plan and participate in 'Entrepreneurship Days', bringing 100+ students in grades 5-9 from low socioeconomic backgrounds to UNC to provide basic introduction to student entrepreneurship practices
- Act as Young Entrepreneur representative for the Student Union and edit the club's vision and growth strategy
- Plan and schedule 7 site visits with local entrepreneurship companies for 50+ club members

Honors Carolina Entrepreneurship in Action Career Trek, Chapel Hill, NC

June 2017

Student Host

- Serve as a mentor to 20 incoming first-year Honors Carolina students interested in entrepreneurship and innovation
- Facilitate a hands-on orientation workshop to introduce 20 students to the UNC Be A Maker Space (BeAM)

Nourish UNC, Chapel Hill, NC

August 2016-Present

Grants Committee Member

- Establish summer internship program with 2 different non-profits in Uganda and award \$6,000 to 4 different UNC students to assist in travel expenses.

SKILLS/ACCOMPLISHMENTS

Computer: C++, Deeplearning4j, STATA, SPSS, Advanced Microsoft Excel

Languages: Advanced written and spoken French

FIRST NAME LAST NAME

Phone • E-mail • LinkedIn URL

KEY QUALIFICATIONS

- Dedicated professional with experience in public health outreach and client services • Proven flexibility, resourcefulness, and ability to excel with minimal supervision • Fluent in Spanish and English •

EDUCATION

University of North Carolina at Chapel Hill

May 2019

Bachelor of Science, Biology, Minor – Anthropology, GPA 3.7

Honors Carolina – Highly competitive academic program admitting 10% of each incoming class

Honors Carolina Burch Fellowship- Awarded a \$6,000 grant to develop two mobile applications for rural health care clinics in India

COMMUNITY HEALTH EXPERIENCE

Carrboro Community Health Center, Carrboro, NC

Community Outreach Coordinator

May 2018 – Present

- Translate health care plan for Spanish speaking patients to ensure clarity and understanding of diagnosis and treatment
- Prepare case studies on livelihood and illnesses of approximately 50 community members to raise awareness of populations receiving inadequate health care
- Collaborate on HIV/AIDS training for over 30 women to increase awareness of preventive measures

Interpreter/Scheduler

June 2017 -September 2017

- Provided interpretation services between staff and patients to ensure clear and accurate understanding
- Scheduled appointments and maintained appointment records to support office administration

GRANT EXPERIENCE

Miracle Feet, Carrboro, NC

September 2016-June 2017

Development Volunteer

- Researched prospective grant opportunities to identify funding sources aligned with organizational goals
- Drafted and edited development materials including end-of-year grant reports and annual reports circulated to donors and supporters
- Managed donor database, inputting gift data, maintaining accurate records, and troubleshooting technical issues to ensure accuracy

VOLUNTEER & LEADERSHIP EXPERIENCE

Room to Read, London, England

January 2016-May 2016

Children's Storyteller

- Facilitated readings with groups of apx. 20 students to instill a passion for reading
- Organized book clubs with 5 primary schools to improve literacy levels among young children
- Developed marketing materials to promote outreach events resulting in 10% increase in program attendance

Inner-city Youth Opportunities, Brooklyn, NY

June 2016-August 2016

Mentor

- Tutored 15 mentees on reading comprehension, math, critical thinking, and standardized test preparation to improve academic success
- Taught 20 students algebra to prepare them for ACT and SAT

SPECIALIZED SKILLS & TRAININGS

- **Languages:** Fluent Spanish (oral and written with 25 credit hours at University level)
- **Certified** in American Red Cross CPR & First Aid (2019)
- **Trainings:** Project Proposal/Grant Writing workshop (2017); Budgeting/Finance workshop (2016)

Policy Resume Sample
First Name Last Name
[Email](#) | Phone | LinkedIn

EDUCATION	University of North Carolina at Chapel Hill Bachelor of Arts, Public Policy and English Minor, Spanish for the Professions GPA 3.65	May 2019
HONORS	Honors Carolina– Highly selective academic program admitting 10% of each incoming class Buckley Public Service Scholar – Recognized for scholastic achievement and completion of 300 hours of community service	
POLICY EXPERIENCE	Truman National Security Project, Washington, DC <i>Intern</i>	January 2017-May 2017
	<ul style="list-style-type: none">Completed a rigorous, immersive study of public policy and global affairs while completing a 30-hour weekly internship at the Truman National Security ProjectDrafted content for a variety of social media platforms to generate awareness of pressing global challenges and the need for policy changeCollaborated with 15 project interns on campaign to increase acceptance of marginalized populations	
	Student Advisory Committee to the Chancellor, Chapel Hill, NC <i>Member</i>	August 2017 - Present
	<ul style="list-style-type: none">Engage in conversation with fellow UNC students to identify areas for institutional improvementsServe as liaison between UNC Chancellor and student body to increase administrations awareness of student satisfaction and concernResearch and identify administrative avenues to remediate student concerns	
PUBLIC SERVICE EXPERIENCE	Carolina Student Legal Service, Chapel Hill, NC <i>Client-Intake Intern</i>	September 2016 – Present
	<ul style="list-style-type: none">Conduct client intake interviews to identify eligibility for legal aid servicesAssemble client documents in order to ensure proper record keepingCommunicate with new clients to create a relaxed and welcoming atmosphere	
	Table, Carrboro Hill, NC <i>Volunteer</i>	May 2015 - Present
	<ul style="list-style-type: none">Deliver healthy food meals to local schools to ensure food insecure children receive well-balanced mealsAssist with meal set-up and distribution in order to ensure timely service	
	The Sandbox, Durham, NC <i>Community Engagement Facilitator</i>	April 2015-August 2015
	<ul style="list-style-type: none">Assisted with set-up of classroom to create a welcoming environmentPrepared materials for class activities to ensure availability of activity itemsEngaged in general administrative tasks as assigned by director	
LEADERSHIP EXPERIENCE	University Office for Diversity and Inclusion, Chapel Hill, NC <i>Project Uplift Counselor</i>	January 2016-Present
	<ul style="list-style-type: none">Serve as student counselor to rising high school seniors visiting UNC to encourage application to collegeCoordinate Friday Night Committee activities for apx. 50 students to foster relationship buildingHelp moderate Hispanic Wellness Sessions to increase community’s understanding of education, immigration, and other obstacles	

Pre-med example
FIRST NAME LAST NAME
ADDRESS
PHONE - EMAIL

EDUCATION

University of North Carolina at Chapel Hill

Bachelor of Science in Health Policy and Management; Minor in Medicine, Literature, and Culture
Overall GPA: 3.86

May 2020

North Carolina Office of Emergency Medical Services

Emergency Medical Technician-Basic Certification

May 2017

Honors Carolina- Highly competitive program admitting 10% of each enrolling class at UNC

Dean's List- Spring 2016

Burch Field Research Seminar

The History of Infectious Diseases in Science and Literature

Summer 2018

- One of 20 students selected to participate in a highly competitive 4-week academic program in London

RELATED EXPERIENCE

UNC Health System

Practice Quality and Innovation (PQI) Intern

Chapel Hill, NC

Summer 2017

- Assisted the Practice Quality and Innovation Manager in tasks relating to quality improvement projects across various clinics in the UNC Health Care system
- Took the lead in upgrading the PQI newsletter to a web-based platform
- Interviewed over 50 patients waiting in ER on how to improve overall hospital experience
- Compiled results of interviews and presented to PQI team in PowerPoint format

SHADOWING EXPERIENCE

UNC Radiology, Dr. ABC, Chapel Hill, NC Fall 2018 (45 hours)

Duke Hospital ER, DR. XYZ, Durham, NC, Spring 2018 (32 hours)

Pinehurst Pediatrics, Dr. ABCD, Pinehurst, NC Fall 2017 (20 hours)

UNC Cancer Hospital, Dr. WXYZ, Chapel Hill, NC Spring 2017 (28 hours)

RESEARCH EXPERIENCE

UNC Medical School

Taylor Faculty-Mentored Summer Research Fellowship

Chapel Hill, NC

Summer 2017

- Researched elderly patients and the potential roles that writing and sharing personal stories may have in promoting health and healing. PI: Dr. ABCD
- Awarded the Taylor Research Fellowship, highly competitive research grant worth \$4,000 through Honors Carolina

VOLUNTEER EXPERIENCE

UNC Hospitals

Volunteer

Chapel Hill, NC

Spring 2016-Present

- Act as a liaison between Post Anesthesia Care Unit (PACU) staff and patient's waiting family members, keeping families informed and at ease
- Provide assistance in the Emergency Department, including ensuring patient-comfort, replenishing supplies, organizing samples and medications, and facilitating communication between patients and professional staff

Medical Dialogue

Board Member

Chapel Hill, NC

Spring 2017-Present

- Serve as one of nine Board members for an academic community of over 40 pre-medical undergraduates at UNC Chapel Hill dedicated to exploring a holistic view of medicine with focuses on medical humanities, STEM, health policy, and global/public health

SKILLS

Computer: EPIC, Adobe InDesign, Photoshop

Languages: Intermediate spoken and written Spanish

First Name Last Name

Address • Email • Phone • LinkedIn

EDUCATION

University of North Carolina at Chapel Hill

December 2018

Bachelor of Science, Biology, Minors: Chemistry and History

Overall GPA: 3.79 Major GPA: 3.93

Honors Thesis: "The Effect of Air Pollution on Alzheimer's Development and Diagnosis in Western Europe" Fall 2018

- Successfully defended Honors Senior Thesis in front of a panel of 3 Biology and Chemistry faculty members

Burch Field Research Seminar in Germany, Spain, and Denmark

Spring 2017

- Collaborated with European biologists in a field research setting, gaining an appreciation for European perspective on methods to address and curtail biological implications of carbon emissions
- Participated in multinational visits and cultural excursions to Berlin, Barcelona, and Copenhagen learning to adapt and interact with individuals of diverse backgrounds

HONORS

- Honors Carolina - Highly competitive academic program admitting 10% of each incoming class
- Chancellor's Carolina Scholar – Recognized for academic performance, leadership qualities, commitment to diversity, and demonstrated interest in science

RESEARCH EXPERIENCE

Lu Lab, Michael Hooker Research Center, Chapel Hill, NC

January 2017- Present

Research Assistant

- Conduct molecular level research to study the interplay between small-ubiquitin like modifier and ubiquitin in stroke response and brain tumor development to better understand the health effects of environmental exposure
- Utilize a variety of techniques including molecular cloning, cell culture, and protein analysis to support collection of all possible exposures over the lifespan

LAB EXPERIENCE

Hanson Research Lab, UNC Department of Biology, Chapel Hill, NC

May 2016 – August 2016

Lab Technician

- Assisted in experimental design setup of sequencing the tau gene in individuals with Alzheimer's disease or Front Temporal Dementia to increase understanding of root cause of respective diseases
- Evaluated sequencing program and clarified ambiguous base calls to ensure accuracy of record collection
- Managed data of individual genotypes to analyze the need for further testing
- Observed and assisted a graduate student in preparing specimens for microarray

COMMUNITY ENGAGEMENT

UNC Honor Court, Chapel Hill, NC

Vice Chair

March 2013 – Present

- Administer individual Honor Court cases involving academic dishonesty and behavioral misconduct to ensure that all parties are fairly represented
- Analyze evidence and testimony with 25 Honor Court members to construct a rationale for judgment
- Engage with Honor Court members, Attorney General staff, faculty and staff to review policies, procedures and organization structure to improve functionality of the Honor Court
- Developed an interactive, online Honor Code tutorial to enhance new students' understanding of Honor Code expectations, processes, and leadership opportunities

TECHNICAL SKILLS

Column chromatography, Thin layer chromatography, DNA Extraction, Dilutions, Light microscopy, Titration

First Name Last Name

Address | Email | Phone | LinkedIn URL | Github URL

EDUCATION

University of North Carolina at Chapel Hill May 2020
Bachelor of Science in Computer Science, Minor in Mathematics
Major GPA: 3.71, Cumulative GPA: 3.56
Related Coursework: Computer Organization, Data Structures, Advanced WWW Programming, Fluency in Information Technology, Linear Algebra, Discrete Mathematics, Calculus I-III
Honors: Dean's List – Fall 2016, Spring 2017
Honors Carolina - *Highly competitive academic program admitting 10% of each incoming class.*

TECHNICAL SKILLS

Programming Languages: Java, C, C++, C#, Visual Basics, HTML, CSS, ML, PHP
Operating Systems: Windows XP/Vista/7/8/10, Linux
Databases: MySQL, Oracle, Cloudscape, Sybase SQL Anywhere

PROJECTS and FELLOWSHIPS

- Open Source Contributor | Apache Software Foundation** June 2018-Present
- Add more than 250 lines of XML code to Apache Cocoon Web development framework and update library for Apache Commons to advance the progression of the Apache Cocoon single-based framework
- RESTroom Yelp | Honors Carolina Taylor Faculty-Mentored Summer Research Fellowship** Summer 2017
- Collaborated with a team of 4 other undergraduate researchers to develop a fully functional web application with a dynamic **JavaScript** based front-end, an AJAX-based communication with a RESTful server-side API, a relational database that stores back-end application state, and an ORM layer to access data in the database
 - Designed the front-end using statistical computing and visual analytics, improving the aesthetic experience for users of the web application
- Lecture Gauge | Pearl Hacks** April 2017
- Collaborated on a team of students from 5 different universities to create a web application to increase communication between students and professors during lectures
 - Created front-end using **HTML, CSS, and JavaScript** so users could see and interact with the application
- Discover the New World Mini-game | Personal Project** November -December 2016
- Created a mini-game in **C#** for Xbox with immersive music and sound effects to improve gaming experience
 - Generated a random map based on a 2D array with multiple pages for the user to traverse on their journey west
- Bridge Animation Project | Foundations of Programming** August-December 2016
- Coded a massive, semester-long, 93 class and interface program in **JavaScript** that takes user input to animate the bridge-crossing scene from *Monty Python and the Holy Grail*
 - Incorporated advanced **JavaScript** features such as threads and synchronized methods, wait and notify, graphics (painting) views, generics, and exceptions

TEACHING AND MENTORING EXPERIENCE

- UNC Computer Science Department | Teaching Assistant | Chapel Hill, NC** Fall 2018
- Mentor and assist over 275 Introduction to Programming students, explaining challenging concepts to improve students' understanding and ability to program using introductory techniques
 - Coordinate office hours and lesson plans in conjunction with six other teaching assistants in order to ensure widespread availability and timely feedback to all students
- Honors Study Abroad Cape Town| Khayelitsha After School Program | Cape Town, South Africa** Spring 2017
- Tutored and mentored approximately 120 students ages 8-11 in various math, science, and nutrition
 - Organized a two-week soccer tournament with 6 teams from local schools. Secured sponsors for tournament to provide each participant with a jersey and new soccer ball.

CAMPUS INVOLVEMENT

- Design for America | Technology Chair | Chapel Hill, NC** August 2016-Present
- Create chapter web page to raise campus awareness of Design for America
 - Provided technical and overall input to the executive board to support Design for America project development