

Jane Smith

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EDUCATION:

June '05: **University of California at Davis**
Major: *B.S. in Psychology with a concentration in Biology*
Minor: African American Studies
GPA: 3.2
Courses: Molecular & Cell Biology Developmental Psychobiology
Cognitive Development Organic Chemistry
Cognitive Psychology Clinical Psychology
Abnormal Psychology Personality Theory
Neurobiology Physiology
Behavior Neurobiology of Addictive Drugs
Human Memory Computer Science

QUALIFICATIONS:

NIH Certified, Research Experience, MRI Operation Experience and Client Interaction Experience

SKILLS:

Microsoft Office Suite, Raterx, Analyze 6.1, Adobe Photoshop, and excellent general PC/Mac Skills

EXPERIENCE:

Jan '07 – Present:

Research Assistant, University of California at San Francisco, Dept. of Anesthesiology

- Coordinated and injected rat anesthesia.
- Maintained and performed assays involving hippocampal slice cultures and isolation of hippocampal derived stem cell lines.
- Perfused animals and prepared and mounted brain slices for immunohistochemistry

Feb '05 – June '05:

Clinical Research Assistant, M.I.N.D. Institute, Sacramento, CA

- Conducted brain scans using MRI techniques and 1.5 Tesla GE Scanner; obtained images and spectroscopy
- Recruited participants for neurodegenerative diseases studies
- Traced brain structures using Analyze 6.1 Software
- Formulated neuroanatomical volume
- Achieved NIH Certification and familiarity with regulations

Sept '02 – Sept '05:

Medical Assistant and Organizational Volunteer, Shifa Free Medical Clinic for the Underserved, Sacramento, CA

- Conducted patient intake and vitals (glucose tests, BP, HR, etc.)
- Performed EKG on diabetics and those at risk for heart disease
- Executed Retinopathy tests
- Pharmaceutical committee member and clinic liaison for GSK drug representatives

Oct '96 – Aug '00:

Hospital Volunteer, San Jose Medical Center

- 500+ hours of Service
- Served as Chairperson of the Nursery Department, trained new volunteers, prepared charts for physician's overview, fingerprinted newborns and educated new mothers

EMPLOYMENT:

June '07 – Present:

Teacher, Sylvan Learning Center, San Jose, CA

- Tutored all levels of students, pre-k through high school, in various subjects (reading, math and writing)

Sept '05 – March '06:

Online Support Coordinator, Google, Mountain View, CA

- Troubleshoot technical problems; escalated bug reports; monitored and reported customer feedback and product performance

Sept '04 – Sept '05:

Accounts Executive, University of California at Davis Cash Office

- Handled accounts receivable, and daily balance cross-checks

Oct '01 – March '02:

Event Coordinator, Associated Students of the University of California at Davis

- Organized Youth Empowerment Event to encourage students to pursue higher learning and attend 4-year educational institutions after high school
- Coordinated multi-cultural events on campus in order to bring people of various backgrounds together
- Managed social events with over 400 guests and \$2000 in revenue

LANGUAGES:

English (Fluent), Urdu (Intermediate), Hindi (Intermediate), French (basic)