

MINETTE VAN VLIET

Undergraduate Research Assistant

✉ minette.v-v@email.com

☎ (123) 456-7890

📍 Boulder, CO

in [LinkedIn](#)

WORK EXPERIENCE

Undergraduate Research Assistant

Department of Psychology and Neuroscience, University of Colorado

📅 2020 - current 📍 Boulder, CO

- Recruited subjects for 6 studies by visiting clinics and sending mailouts, increasing participation by 17%
- Reviewed data collection forms for completion and quality, resulting in a <3% error rate
- Explained research procedures to all study participants
- Performed initial data analysis and presented results to 23 senior researchers and lab attendants

Resident Adviser

University of Colorado, Darley North Hall

📅 2018 - current 📍 Boulder, CO

- Supervised orientation processes to ensure safety and student satisfaction, resulting in 0 incidents/conflicts
- Answered questions from 34 students regarding school policies, academic requirements, and dorm rules
- Monitored student behavior to ascertain drug/alcohol use, referring students to disciplinary authorities as needed
- Collaborated with 3 resident advisers to plan activities and fundraisers to foster community and school spirit, increasing student engagement by 29%

PROJECTS

Seastedt & Suding Plant Field Research Lab

Summer Lab Assistant

📅 May 2018 - August 2018

- Prepared *Artemisia cana* samples to measure plant-pathogen relationships and genotype composition
- Created 3 hydroponics boxes a week by mixing and piping liquid media, placing seeds, and preparing a box for cold storage with an overall 91% growth rate
- Measured, recorded, and analyzed data regarding plant growth over a 3 month period

EDUCATION

Bachelor of Science

Psychology

University of Colorado, Boulder

📅 2018 - current

📍 Boulder, CO

SKILLS

- Quality Control
- Teamwork
- Empathy
- Participant Scheduling
- Lab Safety
- Customer Service
- Collaboration
- Written Communication