

## Resume Samples

These samples were developed to illustrate basic points in resume development. All differ slightly, and any one is appropriate to use as a model, depending on your particular circumstances. We encourage students to make an appointment with Career Services for a resume review.

### DENISE SIMONE

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#### SUMMARY

Biostatistics graduate student with advanced statistics and clinical trials experience at major pharmaceutical company seeks research internship in pharmaceuticals.

#### EDUCATION

##### MAILMAN SCHOOL OF PUBLIC HEALTH, COLUMBIA UNIVERSITY

Master of Public Health (MPH), Biostatistics/Applied Biostatistics Certificate, expected May 2014  
Recipient, Department of Biostatistics Graduate Fellowship. Member, Academic Committee.  
Volunteer, Public Health Community Outreach Program.  
*Coursework will include:* Applied Regression, Statistical Inference, Statistical Computing with SAS, Public Health GIS/ArcGIS

##### UNIVERSITY OF CALIFORNIA AT BERKELEY

Bachelor of Science, Applied Mathematics and Statistics, June 2012. Minor in Health Education.  
**Dean's List.** Resident Advisor. Mathematics tutor (2009-2010).

#### EXPERIENCE

##### MAILMAN SCHOOL OF PUBLIC HEALTH

New York, NY, Fall-Winter 2012-2013

*Teaching Assistant, Department of Biostatistics*

- Lead supplementary seminars for 25 students in *Analysis of Categorical Data* course.
- Taught two sessions of *Introductory Biostatistics* to 15 high school students in gifted and talented program sponsored by the School of Public Health.

##### JOHNSON PHARMACEUTICAL RESEARCH INSTITUTE

Raritan, NJ, Summer-Fall 2011

*Biostatistics Intern*

- Collaborated with research scientists on design and analysis of a randomized clinical trial with 400 participants for an investigational medication.
- Co-designed protocol and case report, from development and statistical programming to study report preparation. Report was presented to senior leadership team and used to guide future research.

##### BOSTON AREA PSYCHIATRIC INSTITUTE

Boston, MA, Summer 2010

*Data Intern*

- Maintained and interpreted data and reported statistical findings on child mental health.
- Created statistical models including advanced multivariate regression analysis to support a \$20 million NIMH-funded research project.

#### COMPUTER SKILLS

Advanced knowledge of MS Excel (including pivot tables and macros); MS Word; ArcGIS; and statistical applications including SAS, SPSS, S-Plus, STAT, BMDP, SUNDANE and R.

#### ADDITIONAL INFORMATION

Authorized to work permanently in the United States. Bilingual in English/French. Conversant in Spanish and German. Have lived in France, Spain and Italy.

## THOMAS BROWN

600 Fort Washington Avenue, New York, New York 10032  
(917) 305-1121, [tbrown@gmail.com](mailto:tbrown@gmail.com)

### **EDUCATION**

#### **MAILMAN SCHOOL OF PUBLIC HEALTH, COLUMBIA UNIVERSITY**

Master of Public Health (MPH), Environmental Health Sciences and Certificate in Climate and Health, expected May 2015

Recipient, Sierra Club Fellowship, provided to 3 of 60 MPH students.

*Relevant coursework:* Health Policy and the Political System, Toxicology and Ethical Issues in Occupational/Environmental Health, Molecular Toxicology, Environmental Health Policy Seminar

#### **NEW YORK UNIVERSITY**

Bachelor of Arts, Political Science, Pre-law concentration, received June 2009. **Dean's List.**

Spent one year in San Paolo, Brazil, at Catholic University.

**Thesis:** *The History and Potential of Public Interest Litigation Organizations.*

### **REGULATORY EXPERIENCE**

#### **ENVIRONMENTAL PROTECTION AGENCY**

Washington, DC

##### ***Compliance Intern***

Summer 2012

- Wrote first draft of Compliance 2012 reform initiatives, which were implemented agency-wide and leveraged mobile technology to improve accuracy of emissions monitoring nationwide.
- Facilitated 20 training sessions, with a total of 250 participants, on Compliance 2012 for 10 regional EPA offices, using webinar technology and in-person presentations; received highest evaluation rating from 90% of training participants.

### **RESEARCH EXPERIENCE**

#### **RESOURCES FOR THE FUTURE**

Washington, DC

##### ***Research Associate***

2010-2012

- Explored funding, liability and land use issues leading to successful Superfund reform initiatives.
- Analyzed effectiveness of EPA regulatory efforts in reducing pollution levels, using advanced statistical modeling of particulate matter.
- Conducted preliminary empirical research on biodiversity and its value in pharmaceutical product development. Research is now being synthesized for presentation to 15 stakeholders.

#### **PHILLIPS NIZER BENJAMIN KRIM & BALLON LLP**

New York, NY

##### ***Research Assistant, Environmental Law Practice***

2009-2010

- Prepared regulatory compliance filings, including permits, variance applications and environmental impact statements. Achieved 100% clean audits for all clients.
- Conducted research in support of environmental due diligence audits for seven major clients.

### **VOLUNTEER LEADERSHIP**

Volunteer, Washington Heights Water Watch.

Facilitator, 2012 Environmental Career Conference, Earth Institute, Columbia University.

### **SKILLS AND INTERESTS**

Strong knowledge of MS Word, Excel, PowerPoint, STATA, SPSS and health system applications. Conversationally fluent in Spanish. Extensive travel in Africa and South America. Versed in environmental issues facing resource-limited countries.

## HYUNG LIM

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linkedin.com/hyunglimDrPH

### EDUCATION

#### **Mailman School of Public Health, Columbia University**

*May 2014*

MPH, Epidemiology; Certificate in Chronic Disease

- *Teaching Assistant, Department of Epidemiology* *2012-2013*
- *Secretary, Student Government Association* *2011-2012*

#### **Rutgers University**

Bachelor of Science, Biochemistry, June 2003

- *Worked part-time as radiologic technician to finance undergraduate education*

### EXPERIENCE

#### **New York City Department of Health and Mental Hygiene**

*New York, NY, 2002-present*

##### **Public Health Epidemiologist**

*2007-present*

- Analyze epidemiologic and surveillance data on communicable disease prevalence and risk factors, including complex analysis of data sets with millions of data points.
- Create summary tables, reports, figures and text for publication and presentation to professional organizations and the general public, including first-ever SARS prevention strategy, implemented citywide.
- Conduct record reviews for epidemiologic research projects to ensure compliance and accuracy.
- Mapped distribution of lead screening testing and cases of lead poisoning using MapInfo and ArcGIS, resulting in new lead prevention outreach in three neighborhoods.

##### **Community Outreach Coordinator**

*2003-2007*

- Planned and coordinated child health education programs in 10 low-income upper Manhattan communities.
- Expanded program participation by 50% by collaborating with community health planners to identify community partners and recruiting 25 new organizations to participate in child health education program.

#### **New York-Presbyterian Hospital, Radiologic Technician**

*New York, NY, 2002-2003*

- Received and maintained ARRT, CRT and Fluoroscopy license.
- Provided chest, torso, and extremity X-rays; developed film; scheduled up to 20 patient appointments per day, accurately and courteously measured vital signs, conducted blood draws and EKG's.

#### **Rutgers University Biochemistry Department, Laboratory Research Assistant** *New Brunswick, NJ, 2001-2002*

- Assisted research in Human Genetics, Cytogenetics and Genotoxicology studies.
- Characterized genotypes using starch gel electrophoresis; ran and partially analyzed results of ELISA, Western blot, protein crystallization, and cation exchange chromatography assays.

### CERTIFICATIONS AND SKILLS

**Computer Skills:** Strong knowledge of MS Word, Excel and PowerPoint, and statistical applications, including SAS, SPSS, S-Plus, STATA, BMDP. Knowledge of ArcGIS, MapInfo. Patient records systems including Epic.

**Language Skills:** Trilingual: English, Spanish and Korean.

**Certifications:** HIPAA (patient privacy), CITI (human subjects research).

**Laboratory Research Skills:** Western Blotting, BCA Protein Assay, ELISA

### AFFILIATIONS

Member, NY Chapter of American Epidemiological Society and American Association of Researchers.

### LICENSURE

New York State Licensed Diagnostic Radiographer (2003)

## **JASON MARTINEZ, MD, MPH**

650 Fort Washington Avenue, #6G, New York, NY 10032  
212.305.6590 [jm60@columbia.edu](mailto:jm60@columbia.edu) [linkedin.com/in/jasonmartinezmdu](https://www.linkedin.com/in/jasonmartinezmdu)

### **SUMMARY**

Master of Public Health and MD with nine years of healthcare management experience and five years' experience as a physician, a track record of finding process efficiencies that save up to \$1 million in healthcare costs, and strong knowledge of healthcare finance and information systems seeks position in healthcare consulting.

### **EDUCATION**

#### **Mailman School of Public Health, Columbia University**

Master of Public Health, Health Policy and Management with Certificate in Healthcare Informatics, received February 2013.

Coursework in healthcare finance, marketing and policy, strategic communications, organizational management, biostatistics. Thesis: *Health Insurance Exchanges and Implications for Access*.

**University of California, San Francisco School of Medicine**, M.D., received 2007.

**Syracuse University**, Bachelor of Science, Business Administration and Biology, June 1994.

**Magna cum Laude. Dean's List.**

White House Policy Intern – Summer 1991

### **LICENSURE/CERTIFICATION**

Licensed to practice medicine in the state of California (2007)

### **MANAGEMENT AND CLINICAL EXPERIENCE**

#### **PricewaterhouseCoopers**

Fairfax, VA, Summer-Fall 2012

*Health Policy/Health Care Consulting Practicum*

Improved financial management and forecasting for healthcare industry clients by creating fiscal year workbooks using Microsoft Excel for organizations with budgets of up to \$150 million.

Co-created FY 2012 business plan for health care consulting practice operating in seven states.

Contributed to policy and systems design for electronic welfare payment pilot program for five clients.

#### **Cedars Sinai Hospital**

Los Angeles, CA, 2007-2011

*Chief Resident, Internal Medicine; Internal Medicine Residency*

Provided leadership and training for residents in rotation and on call, serving as mentor and supervisor.

Collaborated with faculty to design/deliver new *Resident as Teacher* curriculum to improve pedagogy.

Monitored and evaluated residents' clinical performance, leading to performance improvements for several residents. Completed residency in internal medicine.

#### **San Francisco General Hospital**

San Francisco, CA, 1995-2003

*Departmental Administrator*

Streamlined scheduling process and improved process efficiency by 25%, by creating first-ever tracking system for daily schedules and utilization patterns for 30 faculty and fellows and 120 interdisciplinary staff members.

Managed daily activities of 25-person department, including managed care strategies, compliance initiatives and group practice agreements.

Monitored departmental operations and operating budgets totaling \$15M, finding cost savings of 10%.

### **PRESENTATIONS**

Co-presented poster session on implications of health policy reform on women's access to health care at APHA Annual Meeting (October 2011 – Washington, DC).

### **SKILLS**

MS Office (Word, Excel, PowerPoint); Statistical and research software (SAS, SPSS, DatStat, Illume, ATLAS.ti), Healthcare Information Systems (NextGen EHR, Epic Willow, McKesson, MOSAIQ, OncoChart, OnBase). HIPAA Certified.

Fluent Spanish.

## **SUSAN HIRANO, MPH, MSW**

525 West 96<sup>th</sup> Street Apt. 5D, New York, New York 10027  
212.854.5612 hirano@me.com

**PROFILE:** Experienced, multilingual family health educator and social worker with extensive qualitative and quantitative research experience, background in designing effective reproductive health programs domestically and in developing nations, and strong fundraising and stakeholder outreach background, seeks analyst position with child health advocacy organization.

### **EDUCATION**

#### **COLUMBIA UNIVERSITY**

New York, NY

*Mailman School of Public Health*

**Master of Public Health (MPH)**, Population and Family Health, May 2013

Recipient, Gates Maternal Health Scholarship (given to top 3 students in program)

*School of Social Work*, **Master of Social Work (MSW)**, May 2010

#### **COE COLLEGE**

Cedar Rapids, IA

**Bachelor of Science**, Sociology, June 2005. Minor in Health Education

Magna cum Laude. Dean's List.

### **EXPERIENCE**

#### **CHILDREN'S DEFENSE FUND, *Program Evaluation Intern*, Summer 2013**, Washington, DC

- Collaborated on design and dissemination of 10-page survey to assess qualitative and quantitative impact of community-based child health programs in 50 clinics nationwide.
- Evaluated child health awareness programs funded by Department of Health and Human Services for \$1.5M.
- Co-authored position paper on impact of child health insurance, published in a leading journal.

#### **INTERNATIONAL RESCUE COMMITTEE**

New York, NY

***Development Officer***, 2009 – 2011

- Cultivated 200 corporate/institutional donors for the \$20 million, FY 2009 Refugee Initiative.
- Increased contributions for all projects by 75% in 2007.

***Health Educator***, 2007 – 2008

Durban, South Africa

- Facilitated 5-session seminar series on health promotion/disease prevention topics with 100 low-income teenage female participants, including HIV/AIDS prevention and sexual health education.
- Trained 15 health educators in individual and group formats prior to and during international assignments to countries including Tanzania, Rwanda and Zaire.

#### **SOCIAL SERVICES ADMINISTRATION**

Oakland, CA

***Child Welfare Services Specialist***, 2005 – 2007

- Conducted home visits for families under investigation for child neglect or abuse; maintained professionalism during high-stress situations and provided accurate and thorough case reports for court hearings.

#### **WHITE HOUSE INTERN PROGRAM** Washington, DC

***Health Policy Intern***, Summer 2004

- Researched and co-authored reports on family health, including diabetes prevention/nutrition.

### **PUBLICATIONS**

Smith, P. & Hirano, S. (2010), Health Care Reform: Impact on Access. *American Journal of Child Health*, 78, 398-399.

### **VOLUNTEER LEADERSHIP**

Coe College: Co-chair, Women's Health Day (organized 100-person event); Member, Dormitory Advisory Council (advisor to 25 students); Co-captain, junior varsity tennis team (led a team of 10) (2001-2005).

### **SKILLS**

Experienced with MS Word, Excel, PowerPoint, SPSS. Fluent in Japanese and Spanish.

## KATHERINE JONES

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**SUMMARY** Recent MPH graduate with experience in social media/marketing strategy, management of up to 5 staff, and ability to find process improvements that save significant resources, seeks position in social marketing.

### EDUCATION

#### **COLUMBIA UNIVERSITY, MAILMAN SCHOOL OF PUBLIC HEALTH**

Master of Public Health (MPH), Sociomedical Sciences, August 2013

**Recipient, Community Scholar Program Fellowship.** President, SMS Health Educators.

Completed practicum at Community Service Society of NYC. **Relevant coursework includes:** Health Interventions, Technology and Marketing, Survey Design, Biostatistics, Epidemiology, Management.

#### **BARUCH COLLEGE**

Bachelor of Business Administration (BBA), Concentration in Marketing, June 2002.

**Dean's List.** Freshman Advisor. Captain, debate team (1999-2001). Volunteer, Chelsea Health Hotline.

### EXPERIENCE

#### **JOHN SNOW, INC**

Bangkok, Thailand

##### **Social Marketing Intern**

Summers 2011 and 2012

- Researched logistics for cost-effective marketing of contraceptives to low-income females in seven countries in Southeast Asia.
- Co-developed a new, accurate forecasting system for contraceptive demand, which was used to ensure supplies were distributed in the most efficient manner, saving 10% of distribution expenses.
- Convened focus group on teen attitudes toward family planning; presented results to senior management.

#### **PRICEWATERHOUSECOOPERS**

Fairfax, Virginia

##### **Senior Research Associate**

2005-2011

- Managed team of three assistants who reduced production time for design and creation of fiscal year workbooks and spreadsheets by 25%.
- Co-authored series of internal PricewaterhouseCoopers reports on electronic welfare payment systems.
- Collaborated on the FY 2004 and 2005 marketing plans for health care consulting practice.
- Contributed to policy and marketing strategy for electronic welfare payment pilot program.

##### **Research Assistant**

2002-2005

#### **D'ARCY MASIUS BENTON AND BOWLES**

New York, New York

##### **Marketing Intern**

Summer 2001

- Created media plans and developed first draft budgets for print and electronic media advertising campaigns for three clients. Plans were later implemented and expanded client sales by 10%.

### PUBLICATIONS AND PRESENTATIONS

- Selected as one of 15 out of 50 applicants to co-present poster session on impact of technology on social marketing outcomes at 2011 APHA Annual Meeting in Washington, DC.

### SKILLS

- Experienced with MS Word, Excel, PowerPoint; Mac platforms; Keynote; Prezi
- Social media expertise includes Facebook, Twitter, LinkedIn, Google+, Hootsuite, Pinterest, Tumblr; social media analytics using Radian 6, Sysomos, and Klout; blogging platforms including WordPress, Blogger; content management including Drupal; Search Engine Optimization (SEO), content strategy.
- Statistical applications (SPSS and STATA), and health system applications.
- Conversationally fluent in Spanish.

### VOLUNTEER LEADERSHIP AND INTERESTS

- Co-Chair, NYC AIDS Taskforce. (2010 – present).

**Marie Miller, MD, MBA, MPH**  
550 Riverside Drive, #24B, New York, NY 10027  
917-987-6543, mariemiller@gmail.com

**Profile:** Experienced professional with extensive expertise in pharmaceutical industry management and hospital administration. Proven competencies in strategic planning and restructuring which have produced cost savings of up to 80% and revenue increases of up to \$5 million, while maintaining or increasing healthcare quality. Seeking strategic leadership role in pharmaceutical firm.

## **Education**

### **Mailman School of Public Health, Columbia University**

MPH, Healthcare Management, Executive Program – October 2013. Relevant coursework: program evaluation design, public health law, decision analysis, outcomes research, ethics and governance and organizational effectiveness.

### **University of Virginia School of Medicine/Darden School of Business**

MD/MBA - June 2002.

Bachelor of Science – Biology – June 1998.

## **Licensure**

Licensed (2002) to practice medicine in the State of Virginia.

## **Experience**

### **Knoll Pharmaceuticals**

Mt. Olive, NJ

*Vice President, Strategic Planning*

*2006-present*

- Increased profitability by 75% through collaborative authorship of strategic plan and yearly updates to guide fiscal, operations and marketing initiatives.
- Co-lead company-wide Lean Six Sigma process and implementation of Kaizen principles.
- Manage multi-divisional team of 7 staff to identify suitable acquisition targets. Contribute financial and operations analyses and projections to acquisition/merger discussions.
- Developed policy and systems design for successful \$10M e-commerce pilot.

### **San Francisco - Presidio Hospital**

San Francisco, CA

*Deputy Vice President, Finance/Administration*

*2002 – 2006*

- Reduced operating losses by 80% over 2-year period by re-engineering financial, human resources and administrative systems. Ended FY 2005 with \$65M surplus.
- Established hospital's 90+ physician multi-specialty group practice. Managed staff with bottom-line responsibilities for professional services billing, patient and general accounting and budgeting functions for budget of \$200M.
- Appointed to lead search committee to identify candidates for Vice President of Health Sciences and Dean of the Faculty for the University of California, Berkeley Health Sciences Division and affiliated JCAHO-accredited University hospital, leading to successful identification of candidate and implementation of transition plan.

## **Memberships**

President, NY Region, Healthcare Financial Management Group (2011-present).

Secretary (2002 - 2004) and Member (2004 – present), American College of Healthcare Executives.

## **Publications**

Authored 10 abstracts on municipal and private hospital restructurings for publications including *JAMA*, *The Hospital Administrator* and *The Journal of Re-Engineering*.

## **Skills and Commendations**

Strong knowledge of MS Word, Excel (including pivot tables and macros) and PowerPoint, SPSS, STATA, and health system applications (McKesson, Epic, Care360). Lean Six Sigma Blackbelt.