

SAMPLE COMBINATION RESUME

PATRICIA DIXON
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Present Address:

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SKILLS**SUMMARY:**

- Extensive program development and motivational skills.
- Proficient with MS Word, Excel, FileMaker Pro, and PageMaker.
- Experienced lab technician executing DNA sequencing and gene analysis.

EDUCATION:

9/XX-6/XX

Stanford University, Stanford, CA.

Bachelor of Arts degree in Psychology with Honors. Course work includes biology, calculus, chemistry, and statistics. GPA - 3.7/4.0

EXPERIENCE:

9/XX-6/XX

RESEARCH/WRITING

Public Relations Intern, Hoover Institute Public Affairs Office, Stanford, CA

Compiled Hoover Fellow articles from an array of journals, magazines and newspapers. Used PageMaker to create mastheads and retype opinion editorials. Developed efficient proofreading methods and an innovative talent for pasting up difficult articles.

6/XX-9/XX

Research Assistant, University of Illinois at Chicago Cancer Center, Chicago, IL
Quickly learned complicated laboratory procedures. Successfully executed molecular biology experiments involving DNA sequencing and gene analysis. Maintained detailed records for procedural and statistical purposes. Gained significant independent research and writing experience.

9/XX-6/XX

Feature Writer, The Stanford Daily, Stanford, CA

Developed journalistic writing style and interviewing skills. Successfully met all deadlines and consistently published front page articles.

TEACHING/COUNSELING

10/XX-present

Math/English Tutor, Self-initiated and directed, Palo Alto, CA

Tutor two seventh grade students 2-3 hours per week. Employ the Socratic method to help develop their analytical skills and help them with their homework. Design tests to chart their progress. Create interactive games to increase their understanding of math and grammar. Plan quarterly outings.

9/XX-6/XX

Focus Assistant, Stanford's Environmental Theme House, Stanford, CA

Participated on a team of five to develop well organized, thought provoking, and social programs to familiarize residents with the environmental theme.

LEADERSHIP/MANAGEMENT

9/XX-6/XX

Officer's Core Member, Black Student Union, Stanford University, Stanford, CA

Worked with a team to plan, organize, and publicize a variety of activities and programs designed to motivate and educate Stanford's African-American community. Chaired a committee to rejuvenate The Real News, an African-American news publication.

INTERESTS:

Writing short stories • developing culinary skills in African-American cuisine • jazz