



**HARVARD
T.H. CHAN**

SCHOOL OF PUBLIC HEALTH

Office for Alumni Affairs and
Career Advancement



RESUME/CV GUIDE

October 2017

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<http://www.hsph.harvard.edu/career-services/>

What's different between a resume and a CV?

A resume in the U.S. is used to present your professional identity and a CV is used to present your scholarly identity. A CV is generally used when applying for academic, scientific, or certain government research positions. The CV includes a broader range of topic areas including an extensive list of academic engagements, publications, and presentations, including honors and awards. The goal of a CV is to highlight one's academic accomplishments. There is generally no limit on the length of CVs (2 – 5 pages recommended early in your career), while resumes are typically 1-2 pages long.

What's the same between a resume and a CV?

Both resumes and CVs need to be tailored to your audience. For example, highlight your leadership experiences when applying to a management level position; emphasize your business or consulting experiences when seeking employment in the consulting industry; highlight policy experience for government positions, and research experience for academic and other research positions.

RESUME GUIDELINES

Getting Started

A resume is a concise and informative summary of your education, training, experiences, skills and accomplishments **as they relate to the type of employment you are seeking**. It should highlight your strongest assets and differentiate you from other candidates seeking similar positions. It is often your first introduction to an employer and is an important element towards obtaining an interview. When writing a resume, think about it from the employer's perspective and be sure to tailor your resume content to your reader and the job description. Prioritize and select information that enhances your qualifications and only include what is pertinent to the position. Your resume or CV are personal marketing tools. Make sure it is easy to read and highlights your most relevant training and experience. **Be aware that employers may spend as little as 30 seconds to review it!**

Format

The choice of design and format depends on personal preference and career goals. Our office recommends a style that is easy to read and visually appealing with no typos or grammatical errors.

- Use font styles such as Times New Roman, Arial, Helvetica, Verdana, Calibri
- Text size should be 10-12 point (11pt font recommended) throughout the document with a minimum of 0.5 inch and maximum 1 inch margins (.8-1" recommended)
- Bold section headings (e.g. Education, Experience)
- Consistent use of bold, *italics*, and underlining
- Use bullet points to direct the reader's attention
- Start each bullet point with an action verb
- If your resume is more than one page long, insert your name and page number in the header or footer

When sending your resume electronically, a pdf version is the best for preserving the format. When printing, use high-quality bond paper in neutral color such as white or cream.

Sections

Sections in your resume should be tailored to each position for which you are applying. Choose the section heading that best organizes your experiences and accomplishments. Make sure to present information in reverse chronological order and use consistent formatting in each section. Here are some common sections to be included in resumes:

Name & Contact Information - Provide your current mailing address, email, and telephone number. You can include a url to your LinkedIn profile or your website.

Education - Write the full name of your school and its location, full name or abbreviation of your degree(s), major or field of study, and expected date or date of completion. If you have credentials from institutions outside of the US, use the exact name of the degree as provided by the granting institution. If necessary, you may add a phrase to clarify the training attained, for example “equivalent to US MD”. You may also include in this section relevant or select coursework, dissertation thesis, academic honors and awards.

Experience - You can organize your experience with different headings that make it easier for an employer to identify relevant skills and experience, e.g. “Public Health Experience,” “Research Experience,” “Teaching Experience,” “Industry Experience,” “Community Health Experience,” “Clinical Experience,” “International Experience,” “Military Experience,” “Other Professional Experience,” etc.

For each experience, list the name of the employer, the location, the dates of employment, and your job title. You can include internship, practica, volunteer, and part-time experience in this section if they are relevant to the types of positions to which you are applying. Make sure to indicate whether it is an internship, practica or volunteer position and if it is less than full-time, you should indicate this on your resume.

Optional Sections:

Executive Summary/Profile/Summary of Qualifications – Some people include this section at the top of the resume. It is recommended for more senior and experienced candidates or people with very diverse experiences. It can be an effective way to present why you are a good fit for a job and can give your resume a context/focus. It is tailored to a specific audience or job application and highlights the synergy between your skills and experience and an employer’s needs.

Leadership Experience – This can include extracurricular activities in which you had a leadership role, e.g, chair of a student group or professional association. If the organization is not well-known and its mission is not evident from its name or context, you may add a one-line descriptive phrase.

Additional optional sections: technical skills (including computer skills), language skills, academic honors, awards and fellowships, select publications and presentations, professional associations.

CV GUIDELINES

Getting Started

A Curriculum Vitae (CV) details all your educational and academic credentials and achievements, and may include teaching experiences, publications, and academic honors and awards. A CV in the U.S. is typically used for seeking jobs in academia as well as for applying for academic postdoctoral research opportunities, grants, and fellowships. Some research positions in industry may also prefer a CV rather than a resume. While crafting your CV, it is important to pay attention to the position's requirements and the kind of institution to which you are applying. Research institutions have different sets of requirements and preferences from liberal arts and community colleges. Keep in mind that the format of an academic CV is fairly standardized but there are variations across disciplines. Consult with members of your department about any particularities associated with your field of study.

Anatomy of a CV

While there is no single correct format or style for writing a CV, the following sections are generally included. The organization of your CV should present the information in *reverse chronological order* that best highlights your strengths in relation to the position you are seeking.

Name & Contact Information – Your name, address, telephone, and email should always come first as part of the “header” of a CV. List one email address only. You can include a url to your website in this section.

Education – Write the full name of your school and its location, full name or abbreviation of your degree(s), major or field of study, and expected date or date of completion. If you have credentials from institutions outside of the US, use the exact name of the degree as provided by the granting institution. If necessary, you may add a phrase to clarify the training attained, for example “equivalent to US MD”.

Dissertation – In addition to your academic pedigree, the nature of your dissertation and the reputation of your advisors are usually the most important feature of your CV. List the title, members of your committee, and the date it will be completed. Provide a brief description of your work, its framework, and your conclusions.

Research Experience – This section showcases your development as a scholar. List the name of the organization followed by your department and principal investigator’s name. Include your position and your project title.

Teaching Experience – Describe your teaching in detail. Take time to convey the depth and breadth of your experience, especially if it included the opportunity to develop your own syllabi and lecturing ability. If you have a lot of teaching experience, think about breaking it out by level of responsibility. List the formal course title, but not course numbers. Add a descriptive line if the title does not convey all of the relevant information.

Grants – Use this category only if you have received significant funding. Dissertation and fellowship support are usually listed in "Honors and Awards." List the funding agency and the projects that were funded. The work supported by the grant can be discussed in detail under "Research Experience."

Scholarly Membership/Leadership – List memberships in societies in your discipline. If you have been very active in university committee work or your scholarly community, you might include that information here, or create a separate section. Moderating a panel would be a good example of something that might fit under this heading.

Publications/Presentations – Publications and presentations demonstrate engagement in your field. List publications and presentations in reverse chronological order in standard bibliographic form. If you have a long list, have separate sections for publications and for presentations, and then subdivide by topics (peer reviewed papers, reviews or posters, invited talks). You can list a few articles that are in preparation.

Honors and Awards – This section can be combined with “Education” or given a separate section, depending on how significant or numerous they are. If you have received several prestigious and highly competitive awards, you might want to highlight them with a separate section. Commonly known honors

need no explanation, but others can be briefly explained. Emphasize the degree to which an unfamiliar award was competitive (e.g. "1 of 3 selected from among 2,000 graduating chemists nationally.")

Additional Activities – Volunteer work with organizations, student groups, alumni associations, or civic or political groups can be of interest. If you have experience (either paid or volunteer) that is relevant to your work as an academic, list it here. For example, include in this section if your field is education and you served on the board of a charter school, or if you are in Asian Studies and worked as an associate director of the Japan Society of Southern California. Do not disclose political or religious activities/affiliations.

References – Having strong letters of recommendation from faculty who know your work well is crucial to a successful job search. It is common courtesy to ask your advisor and committee members if they will serve as references for you and to give them plenty of time to write letters. To list references on your CV include for each one their name, title, department, institution, mailing address, phone number and e-mail address.

Writing About Your Experience – in a Resume or CV

For each position, give an overview of what you did, with an emphasis on what you were able to accomplish in the position. If you are describing a research project, give a brief introductory statement indicating what you set out to accomplish and the results obtained. If relevant, go on to indicate important research techniques you used.

- If possible, quantify experiences to convey size and/or scale of projects, budgets, and results
- Describe current positions in the present tense and past positions in the past tense
- Do not use personal pronouns
- List relevant accomplishments and skills, NOT job duties and responsibilities
- Incorporate keywords from the job description as much as possible
- Make sure to organize the bullets so that the most “important” information is presented first
- Make sure the format is consistent! – For example, if you choose to include periods at the end of bullet point phrases, include them in all bullets and if you choose not to, do not include them in any. They are optional.

Frequently Asked Questions

Should I include references?

If a list of references is required as part of your application, prepare it on a separate sheet of paper. Be sure to include your name at the top, e.g., “References for _____” and current contact information (name, title, e-mail and phone number) of referees.

What personal information should I include?

U.S. law prohibits employers from asking any personal information. Do not provide your date of birth, height or weight, marital status, number of children, or attach photos to your resume. However, keep in mind that this may not apply to personal information that is required when submitting an application to positions outside of the US.

Action Verbs

Each description of experiences should begin with a strong action verb. Try to remove phrases like “responsible for” and “duties include” and replace them with the action verbs below:

<u>Communication</u>	Summarized		Counseled
Advertised	Translated	<u>Finance</u>	Cooperated
Addressed		Administered	Demonstrated
Arbitrated	<u>Creative</u>	Adjusted	Educated
Authored	Acted	Allocated	Ensured
Collaborated	Adapted	Analyzed	Expedited
Composed	Combined	Assessed	Facilitated
Conferred	Conceptualized	Balanced	Furthered
Contacted	Created	Budgeted	Guided
Convinced	Designed	Calculated	Helped
Debated	Developed	Conserved	Intervened
Discussed	Directed	Determined	Led
Edited	Drew	Developed	Mentored
Enlisted	Established	Estimated	Prevented
Expressed	Fashioned	Managed	Referred
Furnished	Founded	Marketed	Rehabilitated
Informed	Formulated	Measured	Represented
Influenced	Generated	Netted	Simplified
Interpreted	Illustrated	Planned	Supported
Interviewed	Initiated	Projected	
Judged	Instituted	Quantified	<u>Management</u>
Listened	Integrated	Reconciled	Achieved
Mediated	Introduced	Reduced	Administered
Negotiated	Invented	Retrieved	Analyzed
Outlined	Modeled		Assigned
Persuaded	Originated	<u>Helping</u>	Approved
Promoted	Performed	Advocated	Attained
Publicized	Photographed	Aided	Chaired
Recruited	Planned	Answered	Contracted
Reinforced	Produced	Assessed	Consolidated
Resolved	Revitalized	Clarified	Controlled
Solicited	Shaped	Collaborated	Coordinated

Delegated	Incorporated	Inspected	
Developed	Logged	Gathered	<u>Technical</u>
Drafted	Monitored	Interviewed	Applied
Directed	Operated	Investigated	Assembled
Eliminated	Organized	Measured	Built
Evaluated	Processed	Reported	Calculated
Enhanced	Purchased	Researched	Coded
Executed	Registered	Reviewed	Computed
Expanded	Responded	Searched	Constructed
Handled	Routed	Summarized	Converted
Hired	Screened	Surveyed	Designed
Implemented	Supplied	Systematized	Debugged
Improved	Systematized		Determined
Increased	Tabulated	<u>Teaching</u>	Devised
Inspected	Validated	Advised	Engineered
Merged		Adapted	Fortified
<u>Administrative</u>			
Approved	Analyzed	Coached	Maintained
Arranged	Clarified	Enabled	Overhauled
Coordinated	Collected	Encouraged	Programmed
Categorized	Compared	Evaluated	Regulated
Classified	Conducted	Explained	Repaired
Collected	Detected	Facilitated	Restored
Corrected	Determined	Guided	Solved
Distributed	Diagnosed	Informed	Specialized
Executed	Evaluated	Instructed	Standardized
Generated	Examined	Persuaded	Studied
Filed	Experimented	Planned	Upgraded
Implemented	Explored	Stimulated	Utilized
	Identified	Tested	
		Transmitted	

MPH Student, Health and Social Behavior, interested in research (do not include this on your resume)

Name

student@mail.harvard.edu
(617) 123-6666

EDUCATION

Harvard School of Public Health MPH, Health and Social Behavior Coursework topics include: data analysis, quantitative research, program evaluation, policy writing	Boston, MA March 2018
Kenyon College B.A, Environmental Studies, Public Health; <i>Magna Cum Laude</i>	Gambier, OH May 2014

POLICY AND RESEARCH EXPERIENCE

OHSU Center for Evidence-based Policy <u>Oregon Fellow</u> (full time in summer, part time during 2017-18 academic year)	Portland, OR June 2017-Present
<ul style="list-style-type: none">Conduct research and co-write reports as part of the Medicaid Evidence-based Decision Project (MED) for state Medicaid Medical Directors about timely topics such as Autism Spectrum Disorder therapies, Hepatitis C coverage policies, and telehealth best practices.Prepare reports by conducting environmental scans and literature reviews to determine research that meets the highest standard of evidence.	

Harvard Medical School Center for Primary Care <u>Agents of Change Challenge Grant Recipient</u>	Boston, MA February 2016-May 2017
<ul style="list-style-type: none">Recipient of a \$20,000 dollar grant, in collaboration with four Harvard Medical and Harvard Public Health students, to create a project that promotes innovation in health care delivery.Co-designed and coordinated a program that partners with a community health center to implement a project that matches at-risk pregnant women with Harvard medical students to provide longitudinal social support.Primary responsibility was to plan the program evaluation and prepare the IRB submissions.	

Codman Square Health Center/Codman Academy <u>MPH Practicum Project</u>	Boston, MA November 2016-May 2017
<ul style="list-style-type: none">Designed a comprehensive health needs survey based on the Boston Youth Survey and the CDC's Youth Risk Behavioral Survey in order to determine the health needs of Codman Academy High School students.Developed the protocol, oversaw implementation for the entire high school population, cleaned and analyzed the data, and disseminated results to health center and school leadership.	

Boston Children's Hospital Trans-Youth Family Study <u>Research Assistant</u>	Boston, MA January 2017-Present
<ul style="list-style-type: none">Analyze and code qualitative research using grounded theory methodology.Develop a codebook from interview transcripts with trans-youth and their parents under the guidance of Dr. Sabra Katz-Wise.	

TEACHING AND OTHER EDUCATION EXPERIENCE

International Honors Program

Brazil, South Africa, Vietnam
December 2015-June 2016

Trustee's Fellow

- Responsible for the academic, emotional, and social development of 30 college students in unfamiliar countries.
- Managed logistics for inter- and intra- country travel which required collaboration and coordination with local country teams, U.S.-based student affairs staff, and travel agents and managed all student health care needs.
- Developed and delivered eight 2-hour class sessions and served as a teaching assistant for two faculty members.

Paulo Freire Social Justice Charter School

Holyoke, MA

Head Cross Country Coach

August 2015-Present

- Created a boys' and girls' high school cross country program at a new charter school in 2015, and continued to commute back and forth for two subsequent seasons to coach while in graduate school.
- Cultivated the physical, social, and mental wellbeing of a group of 20 students through daily practices and college-preparatory sessions.
- Secured running shoe donations for all runners from local businesses and universities.

SOAR Elementary School

Denver, CO

Teacher

June 2014-June 2015

- Taught special education in a new Title I (94% FRL) charter school.
- Created and implemented a gifted/talented curriculum for 10 students who previously had not been receiving accelerated educational services.

HARVARD CHAN SCHOOL OF PUBLIC HEALTH LEADERSHIP POSITIONS

CDC/Harvard MCH Program Evaluation Training

- One of 20 students selected to participate in a program evaluation training at the CDC, then apply these skills to evaluate Louisiana Medicaid's neonatal abstinence syndrome prevention program (January 2017)
- Designed a plan for program evaluation that incorporated both outcome and process indicators, and collection of data from existing systems, including Medicaid HEDIS measures.

Student Community Action Partnership (S-CAP) Leadership Team

- Set priorities and ensure S-CAP fulfills its mission of promoting the ideals of public service, social justice, and community engagement. Served as a member of the leadership team planning the Public Health Youth Conference for Boston high school students to attend a day-long event at Harvard.

CONFERENCE PRESENTATIONS

- Student, N. (2016, October) *Title of Presentation*. Poster presented at Harvard Medical School/Center for Primary Care Innovations Conference, Boston, MA.
- Student, N. (2017, January) *Title of Presentation*. American Journal of Law & Medicine Symposium, Boston, MA.

SKILLS

- **Computer:** Stata, SPSS, REDCaps, Dedoose, NVivo, ArcGIS, Excel

NAME

1500 Any Avenue Boston, MA 02111

(617) 432-0000 • STUDENT@MAIL.HARVARD.EDU

EDUCATION

Harvard T.H. Chan School of Public Health, Boston, MA

Master of Public Health, Health Policy, degree requirements will be completed December 2017

Trinity College, Hartford, CT

Bachelor of Arts in History, *magna cum laude*, Minor in Spanish, May 2014

EXPERIENCE

Harvard School of Medicine, Global Health and Social Medicine Department

Research Assistant

Boston, MA

October 2017 - Present

- Researching child malnutrition intervention standards and protocols in Rwanda
- Evaluating family health in Rwanda and Uganda using variables such as latrines, incidence of diarrhea, and possession of radios/televisions
- Wrote and submitted manuscript for publication

Save the Children

Global Health Intern

Westport, CT

Summer 2017

- Led a team researching the impact of the Global Health Initiative
- Monitored and evaluated programs, governmental collaborations and budgets
- Researched and wrote a report of findings including potential collaborations, outcomes and program overlap
- Recommended strategies to reduce costs and improve health outcomes and access for refugees

Latin American Social Justice Council

Health Policy Case Writer

Boston, MA

February – May 2017

- Prepared a cost benefit analysis of Latin American countries with the best health outcomes versus percent of GDP spent on population health
- Presented El Salvadorian healthcare policies as a model for low income countries to improve health outcomes
- Drafted sections of report advocating universal health care initiatives

The Village Group: Palestinians and Israelis Working Together

Student Researcher

Jerusalem, Israel

January 2017

- Designed proposal for an independent health evaluation institution to analyze population health outcomes
- Recommended initiatives to improve the quality of health and life for Palestinian refugees in the Left Bank

Partners Health Initiatives Medical Device Innovation Group

Research Assistant

Boston, MA

July 2015 – August 2016

- Managed study on use of cutting edge technology that enables paraplegics to control external machines
- Led application to FDA for Investigational Device Exemption (IDE) including writing legal documents, revising protocols and enrolling co-investigators
- Combined several projects into one cohesive and efficient project
- Finalized and submitted the IDE, consequent supplements, and annual reports to the FDA

COMMUNITY SERVICE

- **Bridge Over Troubled Waters Medical Van**, assist medical staff and provide administrative support, July 2014 – Present
- **Samaritans of Boston**, staff suicide prevention line, 2010 – 2013

LEADERSHIP

- Secretary, Student Government, Harvard T.H. Chan School of Public Health, 2016 – Present
- Trinity Council of Student Leaders, Trinity College, 2010 – 2013

PUBLICATIONS AND REPORTS

- **Munoz, J.** “The Affordable Care Act: Challenges and Opportunities”. Issues in Health and Human Rights, Harvard TH Chan School of Public Health, January 2017
- **Munoz, J.**, Lunart, K, James, Q., “The Global Health Dilemma: An NGO Perspective”. Save the Children Donor Report, August 2016
- **Munoz, J.**, Lynch, C, McCombs, B, “The Effectiveness of Health Policies on Health Outcomes in Conflict Regions”. Post Global Health Institute, May 2016

SKILLS

- Fluent in Spanish; basic knowledge of Portuguese and French
- Proficient in Strata, JMP, Excel, Prezi and Publisher

Name

1234 Beacon Street, Brookline, MA 02445

◆ student@gmail.com ◆

617-765-4321

SUMMARY OF SKILLS

- Experienced in the oversight and delivery of programs that educate the community and improve healthcare services
- Skilled in needs assessment, data collection and analysis, and policy analysis
- Strong technical abilities including EpiInfo, SAS, SPSS, Excel, Access and various statistical programs
- Experienced presenter to both non-medical and healthcare professionals
- Fluent in Spanish; conversational in Portuguese

EDUCATION

Harvard T.H Chan School of Public Health, Boston, MA

Master of Science in Epidemiology, anticipated May 2018

Yale University, New Haven, CT

Bachelor of Science in Economics, *magna cum laude*, May 2014

EXPERIENCE

Harvard T.H. Chan School of Public Health, Boston, MA

Research Assistant, Professor Alexander Smith

September 2016 – Present

- Researching the effectiveness of the Women Infant, and Children (WIC) program to supplement the nutrition of pregnant women, new mothers, and infants.
- Conducted a comparative analysis evaluating the health and well being of program participants versus non participants.
- Created a survey instrument to gather data and distributed surveys to WIC dieticians, counselors, and community health centers.
- Prepared a report analyzing survey results.

City of New York Health Department, New York, NY

Intern for Community Programs

Summer 2016

- Created a model program to educate the community on pediatric obesity.
- Conducted a needs assessment, interviewed practitioners and researched best practices.
- Designed curriculum and prepared and delivered presentation entitled: For Kids' Sake: A Healthy Diet! The program is currently being used by the New York City School System and numerous community health centers.

Beth Israel Deaconess Hospital, Boston, MA

Clinical Research Coordinator

August 2014 - June 2016

- Prepared applications, advertising, recruiting letters, and drug and radiation exposure forms.
- Updated amendments and Investigational New Drug (IND) safety reports to the IRB documents for all new and existing study proposals.
- Completed annual continuing review reports for new and ongoing research projects.
- Monitored and reported serious adverse events consistent with institutional and governmental regulations.
- Resolved all queries to facilitate sponsor presentation of data to FDA.
- Served as primary liaison between all levels of research staff, Research Management, Research Pharmacy, Sponsoring Pharmaceutical Company and Monitoring Companies.
- Managed project expenditures, developed study budgets, and prepared financial reports.

COMMUNITY SERVICE

- Boston Marathon - Volunteer administrator, Medical tent, 2013 - Present
- Women's Lunch Place, Serve meals and provide therapeutic conversations, 2012 - Present
- Provided administrative and clinical support at a clinic in rural Honduras, Summer 2015

EDUCATION**Harvard T.H. Chan School of Public Health**, Boston, MA

Expected Graduation

05/18

- Master of Science in Biostatistics
- Research Experience: Network analysis of simulated spreading process in Karnataka data to observe the effects of network truncation on efficacy of vaccination based on network measures. Code written in Python and data run using Harvard's compute cluster. Adviser – JP Onnela.
- Relevant Coursework (and programs used): Applied Survival Analysis (SAS), Clinical Trials (R), Methods I & II including linear regression, logistic regression, GLMs, Bayesian methods (R), Machine Learning (Python), Data Science (Python), Applied Longitudinal Analysis (SAS), Intro to Networks (Python)

University of Michigan, Ann Arbor MI

05/13

- Bachelor of Science in Mathematics from College of Engineering and Mathematics
- Honors: Graduated with Honors from the Honors College, Dean's List (all semesters)
- URECA Award through Michigan Space Grant Consortium for undergraduate research

TECHNICAL SKILLS

- Experience with R, Python, SAS, Stata, GitHub, cluster computing, Microsoft Office, ADP, Quickbooks
- Basic knowledge of HTML, Java, Matlab

PROFESSIONAL EXPERIENCE**Connecticut Department of Health**, Hartford, CT

05/17-08/17

Oral Health Intern

- Researched and analyzed survey information from various sources to compile Burden Document which detailed statistics on the state of oral health for citizens of Connecticut
- Analyzed BRFSS data using SAS to compare outcomes for elderly populations in CT between 1990s and 2010s
- Processed surveys for Head Start Oral Health program and summarized data for an evaluation presentation

Johnson Research Conferences, Stamford, CT

01/15-08/16

Conference Site Manager

- Onsite point of contact for week-long, high-level science conferences in the US and Europe
- Allocated conference funds and finalized each conference budget with conference Chair
- Collaborated with site staff to ensure conferences ran smoothly and attendee concerns were quickly resolved
- Coordinated housing, events, and on-site set up

XYZ Corporation, Ann Arbor, MI

06/13-12/14

Finance Administrator

- Position included work in finance, accounting, human resources, and marketing
- Processed bi-monthly payroll using ADP and reconciled accounts
- Maintained records for ~120 employees, posted and maintained job openings, and processed resumes
- Assisted VP of Marketing with website upkeep and preparing and ordering marketing materials

University of Michigan, Ann Arbor MI

09/09-05/13

Conference Assistant (01/10-05/11)

- Prepared conference materials, coordinated conference logistics and summer housing, and managed front desk operations

Teaching Assistant (01/09-05/11)

- Graded tests and homework for Calculus II and Linear Algebra (3 classes total)

CAMPUS & COMMUNITY INVOLVEMENT

- Organized event which raised \$800 for Rape, Abuse and Incest National Network (RAINN) and local women's charities ((Summer '17)
- Mathematics Tutor (09/11-05/13) – Tutored high school student in Pre-calculus and Calculus
- Lighting Design, U-Michigan ('011–'13) – Assisted or managed for 5 theatre productions including supervising student electricians and collaborating with director and lighting designer to direct lights and create lighting cues

International Student, MPH, Health Policy (do not include this on your resume)

NAME

1500 ANY AVENUE BOSTON, MA 02111 ♦ 617-734-0000 ♦ STUDENT@MAIL.HARVARD.EDU

EDUCATION

Harvard T.H. Chan School of Public Health, Boston, MA

Master of Public Health, Health Policy, May 2017

Honors: Departmental Scholarship

University of Lagos, Lagos, Nigeria

Bachelor of Medicine (equivalent to U.S. M.D.), July 2014

Thesis: Access to Essential Pharmaceuticals in Remote Clinics

Honors: Graduated top 5% of class; Best Student in Internal Medicine, Nigerian Governmental Scholarship

St. Mary's University Hospital, London, UK

Effective Clinical Rotation in Internal Medicine, January 2013

EXPERIENCE

Access to Essential Medicines Project, Boston, MA

Student Intern

January 2017 – May 2017

- Researched industry practices that illegally or artificially inflates prices and/or limit access in resource poor countries.
- Prepared literature review and identify best practices to reduce risks from counterfeit prescription drugs.
- Searched potential conflicts of interest in pharmaceutical industry and research evidence-based prescribing and distribution practices for essential medicines.
- Contributed sections of manual to guide ministries of health, foundations, and NGOs increase safety and access to essential medicines.
- Presented: Policy, Practice, and Economic Drivers in the Pharmaceutical Providers in Sub-Saharan Africa to an audience of donors and stakeholders at the World Health Conference.

Health Now Portable Clinics, Harvard Schools of Public Health and Business, Boston, MA

Student Consultant, Project Antares

January – May 2017

- Created a model program to deliver healthcare to remote areas of Uganda using specially equipped portable clinics on wheels, with a team of four student social entrepreneurs.
- Developed the business plan, researched donors, created the budget, and investigated similar models of traveling health clinics in developing countries.

Iganna Clinic, Iganna, Nigeria

Medical Officer

August 2015 – August 2016

- Managed the Hospital's USAID/AIDS Relief Catholic Relief Services (CRS) Pediatric HIV prevention and treatment program; treated approximately 300 children infected with HIV.
- Prepared budgets, wrote donor reports, and reviewed and implemented more effective protocols.
- Oversaw in-patient Pediatric Unit treating malaria, tuberculosis, and malnutrition.
- Ensured quality control of patient care through regularly reviewing patient records, patient home visits and community outreach and assisting in coordinating staff meetings.
- Represented the CRS HIV project at national meetings.

EXPERIENCE (continued)**Lagos University Teaching Hospital, Lagos, Nigeria**

Medical Resident

August 2011 – November 2014

- Supervised interns and clinical students during basic medical procedures and examinations.
- Led infectious disease health screening initiative in markets and at various secondary schools.
- Performed and assisted during surgical procedures, supervised the trauma center, and trained and supervised medical support staff.
- Treated up to 40 patients daily in community medical center environment.
- Trained and supervised staff and reorganized medical center increasing patient flow by 24%.
- Delivered presentations and participated in nationwide seminars.

Lagos University Teaching Hospital, Lagos, Nigeria

House Office/Intern

October 2010 – July 2011

- Three month rotations through the emergency, internal medicine, outpatient and ob/gyn departments.
- Volunteered at the pediatric HIV/AIDS clinic weekly, while assisting on oral health project.
- Gave in-depth presentations and participated in preparing for departmental seminars, national conferences and examinations carried out in the departments during rotations.

PUBLICATIONS AND PRESENTATIONS

- “Cost, effectiveness, and evaluation of low cost ventilators to improve outcomes in a tertiary setting”, University of Lagos Medical Journal, March 2011
- “Protocols and best practices to treat drug resistant TB”, presented at the Medicins Sans Frontiers Conference on Infectious Diseases, Lagos, Nigeria, February 2012

TRAININGS

- Medecins Sans Frontieres (MSF) HIV Update course, February 2014
- Global HIV AIDS Initiative Nigeria (GHAIN)/Family Health International (FHI), January 2014
- Comprehensive Adult and Pediatrics Anti-Retroviral Therapy Training, March 2013

SKILLS

Technology Skills: SAS, STATA, Endnote, Access, Excel, HTML

Languages: English (native), Yoruba (fluent)

Name

student@gmail.com • (777) 855-5555 • 125 Eastern Avenue, Cambridge, MA 02139

EDUCATION

Harvard T.H. Chan School of Public Health

Boston, MA

- Master of Public Health Candidate in Health Management
- Related Coursework: Health Policy, Applied Data Analysis, Operations Management, Econometrics
- Research Assistant to Dr. Howard Koh, Former Assistant Secretary for Health and Human Services

Poughkeepsie, NY

Vassar College

May 2013

- Bachelor of Arts in Science, Technology, & Society; Minor in Economics
- Thesis: "Reconciling Intellectual Property Rights and the Need for Improved Access to Pharmaceuticals"

EXPERIENCE

New York-Presbyterian Hospital

New York, NY

Operations Intern, Westchester Division & Weill Cornell Campus

June 2016 – August 2016

- Identified opportunities to improve patient flow from the psychiatric emergency department to the inpatient unit using Lean methodology; created process maps and analyzed patient wait time data.
- Developed strategy to reduce the median boarding time of patients in the psychiatric emergency department and increase the percentage of patients transferred to inpatient units before noon from 2.5% to 25%; presented the strategy to the hospital's Executive Leadership Team.
- Analyzed patient readmission trends and developed a dashboard for monthly reporting.

Mathematica Policy Research

Washington, D.C.

Research Assistant/Programmer

August 2013 – June 2015

- Designed quantitative analyses of electronic health record data to evaluate the reliability and validity of two clinical quality measures of cancer care; managed a team of three programmers.
- Identified best practices for ACA State-Based Marketplace (SBM) eligibility and enrollment business processes through qualitative analysis of interviews with SBM officials; drafted sections of final report.
- Developed structured interview protocols and led interviews with patient stakeholders to assess the usability of a survey instrument for behavioral health services.
- Conducted detailed analysis (using SAS and Stata) on student and teacher data for an evaluation of the Teacher Incentive Fund.
- Managed finances, created internal and external progress reports, and drafted sections of business proposals, as Project Manager for two federal contracts.

The United States Department of State

Washington, D.C.

Public Affairs Intern, Office of the U.S. Global AIDS Coordinator

June 2012 – August 2012

- Synthesized news stories and research articles into talking points, blog posts, slide presentations, and briefing memos for U.S. Global AIDS Coordinator Eric Goosby.
- Wrote and edited internal and external communications for the President's Emergency Plan For AIDS Relief (PEPFAR) including a weekly newsletter and daily news briefs.

The International Rescue Committee

New York, NY

U.S. Programs Intern

June 2011 – August 2011

- Provided logistical support to organize two national conferences for IRC Regional Directors and Staff.
- Compiled and organized data for a grant proposal and network-wide health resource library.

SKILLS & ACTIVITIES

- Vassar College Varsity Women's Squash (2009 – 2013), Captain (2011 – 2013)
- Proficient in R, Stata, SAS; Microsoft Office, Visio, Project, and SharePoint

International Student, ScD, Environmental Health (do not include this on your resume)

Name

student@mail.harvard.edu . +1 (617) 666-6666 . (Linkedin url) . scholar.harvard.edu/student/

PROFESSIONAL SUMMARY

Sc.D. candidate in public health with four years of experience in cost-effectiveness analysis, decision analytical modeling and statistics. Proficient in translating findings from detailed analysis of data and scientific research into relevant, high-level recommendations to support decision-making. Take initiative to adopt novel technologies to stay highly organized and efficient. Have presented independent and collaborative research at multiple research conferences and peer-reviewed journals.

EDUCATION

Harvard T.H. Chan School of Public Health, Boston, MA

Doctor of Science in Environmental Health, Risk and Decision Sciences, expected May 2017

Leadership: Student Leadership Circle, Chair of Environmental Health Student Advisory Committee, President of Chinese Students and Scholars Association, Executive Committee Member for Harvard Spring Challenge Case Competition

Peking University, Beijing, China

Bachelor of Science in Environmental Sciences, minor in Biological Sciences, 2012

TECHNICAL SKILLS

Statistic modeling: Longitudinal analysis, multivariate statistical learning, Bayesian statistics

Programming & software: Python, R, Matlab, Stata, SAS, ArcGIS, GeoDa, TreeAge, Crystal Ball

Languages: Mandarin Chinese (*native*), English (*full professional proficiency*), French (*beginner*) and Spanish (*beginner*).

EXPERIENCE

Harvard T.H. Chan School of Public Health, Boston, MA

Research Assistant, Strategic Training Initiative for the Prevention of Eating Disorders

Dec '15 – present

- Define research questions to estimate the potential reductions in morbidity, mortality, and healthcare costs due to prevention of eating disorders as a result of the six interventions.
- Develop a micro-simulation model to evaluate the cost-effectiveness of six prevention strategies using Markov Chain Monte Carlo methods, and maintain a detailed computing documentation.
- Systematically review literature on eating disorder treatments and prevention and meta-synthesize cost and epidemiological parameters.
- Provide public health policymakers with the strongest and most comprehensive economic data to catalyze policy innovations to prevent eating disorders.

Harvard John A. Paulson School of Engineering and Applied Sciences, Cambridge, MA

Research fellow

July '14 – present

Develop novel statistics strategy to assess health effects of highly correlated risk factors, and presented research at the NIH workshop in North Carolina, July 2015.

- Design and conduct novel experiments to detect trace level drinking water contaminants, and facilitate getting a \$25,000 pilot research grant.
- Examine the spatial variability of drinking water quality and spearhead a group paper with experts from regulatory agency, academia and NGOs.

Harvard University Dining Service, Cambridge, MA

Graduate Food Literacy Project Fellow

Sep '15 – present

- Lead a team of 5 undergraduate fellows in a year-long team project with the university dining service to improve healthy eating behavior among students
- Collaborate widely with other food-related groups to plan monthly events with educational benefits
- Manage an annual budget of \$1,000 to execute planned events.

Harvard T.H. Chan School of Public Health, Boston, MA

Data analyst, Division of Policy Translation & Leadership Development

'15

July '14 – July

- Gathered, organized and maintained statistics data from Google Analytics and other sources on webcast/website traffic
- Developed monthly data reports and organized in graphs and other visual aids to illustrate webcast audience composition and trends, and presented findings to senior associate dean.
- Retrieved and updated webcast streaming data using Python, saving 90% of time in data acquisition.

Teaching fellow, Department of Environmental Health

Feb '14 – May '15

- Coached students on an individual base to facilitate mastering of the course material.
- Designed midterm and final exams, and returned grades within one week.

Mexican National Institute of Public Health, Cuernavaca, Mexico

Summer research fellow

July '13 – September '13

- Designed and implemented statistical analysis to investigate the effect of prenatal exposure to heavy metals on infant's psychoneurological behaviors in a fishing community.
- Collaborated with researchers from Mexico and the US to publish a teaching case used by the institute.

Honors & Awards

Harvard University Center for Environment, Cambridge, MA

Graduate Consortium on Energy and Environment

Sep'15 - present

Training program preparing doctoral students to take a leadership role in addressing global energy issues.

Harvard Chan School of Public Health, Washington, DC

Travel award for 2015 Eating Disorder Coalition Lobby Day on Capitol Hill

Oct'15

Travel award for students to experience the power of legislative advocacy and policy translation.

2015 Hacking Eating Tracking Hackathon, Cambridge, MA

Second place winner

Sep'15

Team project to develop innovative wearable device for tracking the time of eating behavior.

Harvard University Office of Sustainability, Boston, MA

2014 Student Sustainability Grant, \$5,000

Sep'14

Recognition of student efforts to reduce greenhouse gas emissions and promote sustainability on campus.

Harvard T.H. Chan School of Public Health, Boston, MA

Central Grant

Sep'12 – Sep'15

Merit-based scholarship awarded to top graduate students in the school of public health.

China Medical Board, Beijing, China & New York, NY

New Generation Fellowship

Sep'12 – May'15

Fellowships intended to train a new generation of potential leaders in health policy and system sciences in China.

China Ministry of Education, Beijing, China

National Scholarship

Mar'11

The highest honor scholarship granted to no more than 5 students out of all 12,000 undergraduates.

Doctor of Science Student, EPI (do not include this on your resume)

Name

student@mail.harvard.edu

Department of Biostatistics
Harvard T.H. Chan School of Public Health
677 Huntington Avenue, 822A
Boston, MA 02215
617-432-4701

123 Main Street
Anytown, MA 02123
617-123-4567
781-345-6789

EDUCATION

Doctor of Science in Epidemiology

Harvard T.H. Chan School of Public Health

May 2018
Boston, MA

- Dissertation: Mixed-model Smoothing for Replicated Spatial Point Patterns in Brain Microscopy

Master of Science in Biology

Johns Hopkins University

May 2013
Baltimore, MD

- Thesis: Evidence for Cell Wall Recycling Cyanobacteria: Characterization of NagZ

Bachelor of Science in Applied Mathematics and Statistics, *cum laude*

Yale University

May 2011
New Haven, CT

- Thesis: Bayesian Inference of Exponential-family Random Graph Models for Social Networks

EXPERIENCE

Epidemiology Researcher, Drs. Keith Jones and Laura Beth Scope

May 2015 – present
Boston, MA

Harvard School of Public Health, Department of Biostatistics

- Collaborate with the Neurology Department of Harvard School of Medicine on study of neurological abnormalities in patients with Alzheimer's disease.
- Create statistical design and develop, execute, and analyze clinical trial, including the coordinating all related areas.
- Develop experimental designs, statistical sections of protocols, statistical analysis and plan and lead statistical analysis to meet project objectives.
- Create and collate statistical sections of clinical study reports, INDs, NDAs and annual reports.
- Support determination of best methods and techniques for study design and analyses in consultation with other Biostatisticians.
- Design and quality control of subject randomization lists and user acceptance testing of IVRS systems.
- Produce quality control tables, figures and listings reporting the results of clinical trials.
- Facilitate compliance with SOP's and FDA/ICH/GCP regulations.

Epidemiologist

Children's Hospital

August 2013-May 2015
Boston, MA

- Created training materials and educated physicians and scientists working on clinical research.
- Provided major contributions to the design, conduct, and analysis of clinical trials and other study designs for medical and epidemiological studies.
- Trained and supervised research study staff in statistical issues and the conduct of good clinical research.

HONORS AND AWARDS

- Gates Millennium Scholar
- Janet C and Howard L. Reynolds Award in recognition of Academic Achievement
- Alyce B and Howard K. Schwartz Fellowship for Scientific Research

RESEARCH

Neurological abnormalities associated with dementia in Alzheimer's disease - David MC, **Robson PR**

- Abnormal findings were evaluated in 98 patients with a clinical diagnosis of Alzheimer's. Severity of memory loss was measured and associations of abnormalities with dementia severity were evaluated using logistic regression.

PUBLICATIONS

- **Robson PR**, Smith GR, Jones RC - ``Statistical Modeling of Alzheimer Neurological Markers'', submitted to *Statistics in Medicine*, May 2011
- **Robson PR**, White PC, Black TR - "Best Practices in Designing and Implementing Statistical Methods in Medical Studies, *Journal of Medical Statistics*, January 2010
- Smith GR, Atticus RT, **Robson PR**, Next Generation Statistical Tools for the biomedical scientist, accepted for publication by *Biomedical Technology*

PRESENTATIONS

- "Statistical Modeling for Clinical Research: on the Cutting Edge," Harvard Medical School, Boston, MA, March 2010
- "Statistical Computing for Medical Studies: Best Practices for the Medical Researcher," Children's Hospital, Boston, MA, May 2008

TECHNOLOGY AND LANGUAGE SKILLS

- Data analysis tools: R, Splus, SAS, custom code
- Programming languages: Python, PERL, Java, Python, C, C++, Fortran
- Software Protocols: HTML/HTTP, XML, SOAP, CORBA, TCP/IP, MPI, PVM, SPSS
- Operating System Use and Programming APIs: Unix (Linux, Solaris) MS-Windows, Mac OSX
- Languages: Fluent French, basic conversational German and some Spanish

PROFESSIONAL ASSOCIATIONS

- American Statistical Association (ASA), Statistical Computing, Statistical Graphics, and Biopharmaceutical sections
- International Biometric Society