Polly Mer

Address: XXXX Forbes Avenue, SMC XXX, Pittsburgh, PA 15289 Phone: XXX-XXX-XXXX E-Mail: xxxxx@andrew.cmu.edu

Objective

To obtain a summer internship leveraging my analytical skills and laboratory experience in an engineering role at a chemical company

Education

Carnegie Mellon University, Pittsburgh, PA

Bachelor of Science in Chemical Engineering *Minors in Chemistry and French* GPA: 3.75/4.00

Relevant Experience

Research Experience for Undergraduates, University of Illinois at Urbana-Champaign

May-August 2015

Expected: May 2018

Undergraduate Researcher

- Synthesized and characterized gold nanoparticles and liposomes for analysis of α-synuclein protein
- Attended weekly group meetings with graduate students and principal investigator Professor Cathy Murphy
- Prepared oral and poster presentations for Illinois Summer Research Symposium

Additional Experience

Global Communication Center, Carnegie Mellon University

August 2015-Present

Writing Tutor

■ Meet with 4 students per week to improve organization, argument, analysis, and communication skills in writing

Lexus of North Hills, Wexford, PA

December 2014-January 2015, August 2015

Office Assistant

- Entered receipting and sales data and filed paperwork for the largest volume luxury dealer in Western Pennsylvania
- Processed an average of 25 customer service calls per session resulting in 100% client follow up within 48 hours

Leadership

College of Engineering Community Building Committee, Carnegie Mellon University

April 2015-Present

Liaison to the First-Year Advisory Board

■ Work with the Dean's Office and facilities staff to plan and advertise for multi-class events drawing 100-200 students

Society of Women Engineers, Carnegie Mellon University

September 2014-Present

Publicity Chair (2015-2016)

- Prepare advertising material for print and social media for on average 15 events per semester Committee Member "SWEet" Week, CIT Ball (2014-2015)
 - Participate in weekly event planning meetings to coordinate 2 events which encourage women in engineering that drew 40 and 200 students respectively

Honors, Awards, Scholarships

College of Engineering Dean's List Carnegie Scholarship, Carnegie Mellon University (Academic) J.L. Stone Memorial Scholarship, Carnegie Mellon University (Academic)

Fall 2014

2014-2018

2014-2018

Skills

Computer: Proficient in Microsoft Office Suite, OriginLab, ImageJ; Familiar with MatLab, Photoshop

Laboratory: Proficient in gold nanosphere synthesis, liposome extrusion

Instruments: UV/Vis, Circular Dichroism, Dynamic Light Scattering, Zeta Potential

Languages: English (native); French (conversant)