

General Resume Sample:

This is a Sample general resume. It includes some of the basic information that you might want to include. If you are working on your first resume, this resume will give you some ideas of what to include. As you gain more experience, you will add and delete information. Your resume is a document that you will never be done with. It is something that will continually grow during your college and work career.

JOYCE M. HAWKINS

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OBJECTIVE:

Seeking an entry level position in biomedical sciences, environmental biology or a related area. Especially interested in using recent computer based research methodologies.

EDUCATION:

Northeastern Illinois University, Chicago, Illinois
Bachelor of Science degree, May 2004
Major: Biology
Concentration: Chemistry
GPA: 3.35 / 4.0

Major Subjects

Physical Biochemistry
Bio-environmental
Analysis

Advanced Immunology
Radiology

Minor Subjects

Physical Chemistry II
Chemical Kinetics

Inorganic Chemistry
Chemical
Thermodynamics

CAREER RELATED EXPERIENCE:

Biology Lab Instructor & Teaching Assistant Freshman Biology

Northeastern Illinois University (2002 - present).

Chemistry and Mathematics Tutor

South Central High School, Chicago, Illinois (1998-99)

COMPUTER SKILLS:

Expert with Visual Basic, Excel, Access, SPSS and Paradox. Fully proficient in the use of Turbo Pascal, HTML, Word Office Suite 2002, PowerPoint, various E-mail formats and the Internet. Novice user of C++ and UNIX.

SCIENTIFIC SKILLS:

Microscopy, Electron Microscope, Histology, Spectrum Analysis, Small Animal Surgery.

SCHOLARSHIPS & FINANCIAL SUPPORT:

80% Self supporting through college as follows:

- University Scholarship: \$2,800 / year. Northeastern Illinois University Science & Research Award.
- Waitress, Dirty Plate Restaurant Catalina Island, Wisconsin (Summers 1998 - 2001).
- Between 1997 and 2001 held various positions as tutor, teacher, child care worker and salesperson.

ACTIVITIES:

- Women's Intercollegiate Tennis Team (2001- present)
- Zappa Zeta Society Sorority (1997-98)
- Volunteer Probation Officer Assistant (1995-96)

INTERESTS:

- Environmental Issues, Computer Programming, Endangered Species
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