Dear Student Affairs Graduate Assistant Opportunities

I am for several of your Graduate Assistantships and am I an incoming graduate. I believe that I have either the public outreach/costumer service or research experience you require.

I actually have two Bachelor of Science degrees from Humboldt State University (Arcata, CA), one in Environmental Science, and a more recent one in Biology with a focus on micro and cellular biology.

Due to my focus in my Biology degree, I was taught molecular biology techniques, including DNA extraction, amplification, and sequencing. Additionally while I was at Humboldt State University I had the chance to apply for and be admitted into the CIRM (California Institute for Regenerative Medicine) Bridges Internship program.

Through the CIRM Bridges Program I interned at Stanford University in Dr. Theo Palmer’s Lab. There I worked with a mouse model involving working memory. I aided Dr. Ursula Haditsch in research involving genotyping of the mice and handling of mice, using confocal microscopy, as well as stereological counting of mouse brains.

Through my job at AmeriCorps along with volunteering for the Humboldt State University’s Campus Recycling program I gained experience in both public outreach and education. Additionally my time as a housekeeper at Hotel Arcata I gained experience with the ins and outs of customer service.

My resume details my background. I have recently been helping the family establish a publishing/editing business. This has involved technical support with Microsoft Word and other word processing and database programs, investigating web, database and social media programs for possible purchase, and transcribing manuscripts for which the digital copy had been lost.

I hope you’ll give me call at 707-407-9716 or email at smithoshe@gmail.com, so that we can meet. Thank you for this opportunity to discuss my qualifications.

Sincerely,

Julia Freewoman

Julia Freewoman

12B Aegis Drive

Bath, ME 04530

Phone: 707-407-9716

Email: smithoshe@gmail.com

**Summary**

* Worked in a neuroscience research lab setting using a wide range of techniques.
* Interpreted data using Excel as well as specialized statistics programs such as StatPlus.
* Able to follow complex instructions and protocols to collect relevant data.
* Prepared and delivered written and oral presentations of data to a variety of audiences.
* Conducted both formal and on the job training sessions to employees
* Handled live animals and ran live animal trials.
* Lab experience in:
  + Genotypingand PCR
  + DAB and immunohistochemistry.
  + Counting and typing of proliferating cells
  + General tissue/cell culture techniques
* Training in:
  + Stem Cell proliferating and differentiation (mES cells)
  + Culturing hES cells.
  + qRT PCR
* Highly proficient in Microsoft Office programs, as well as the Windows operating systems.
* Accurate and fast keyboarding skills at least 70 words/minute

**Experience**

**Golden Dolphin Publications 7/12 to Present**

Bath, ME

Technical Support and Publishing Assistant

* Helped setup a Family’s publishing company
  + Developed formats and techniques for both printed and ebooks
  + Researched and trained staff in new software for both software in both publishing and social media.
  + Transcribed and prepared documents for publication

**CIRM Bridges (California Institute for Regenerative Medicine) Internship 08/2010-08/2011**

Dr. Theo Palmer’s Lab, Institute for Stem Cell Biology & Regenerative Medicine, Stanford University, Stanford CA.

CIRM Intern

* Conducted research under Dr. Ursula Hadtisch on working memory using a knockout mouse model.
* Evaluated the learning abilities of knockout vs control mice in learning trials.
* Determined the number of proliferating cells in the hippocampus of the knockout vs control mice, and their survival rate, after the learning trials.
* Phenotyped the surviving cells using immunohistochemistry and confocal microscopy.
* Prepared reports and evaluated data for potential journal paper.
* Presented data in oral PowerPoint presentation.
* Presented a poster at end of internship at CIRM conference in San Francisco, CA.

**Hotel Arcata 05/2006-08/2009**

Arcata CA

Housekeeper

* Cleaned guest rooms, both occupied and unoccupied
* Trained new housekeepers.

**AmeriCorps Watershed Stewards Project 05/2005-12/2005**

Fortuna CA

AmeriCorps Volunteer (with stipend)

* Conducted habitat surveys involving channel typing, measuring each different channel type, determining the shade in pools.
* Conducted a Large Woody Debris survey upon completion of habitat survey.
* Entered completed data into the California Fish and Game’s database.
* Conducted a personal service project which involved setting up a beach cleaning.
  + Advertised for beach cleanup.
  + Solicited donations from local businesses.

**Campus Recycling Program 2001-2003**

Arcata, CA

Recycling Resource Representative.

* Presented information to public during outreach programs.
* Helped in cleanup efforts including an illegal dump

**Northcoast Environmental Center 05/1998-08/1998**

Arcata CA

Intern

* Conducted research and wrote an article for newsletter
* Answered calls and assisted walk-ins to the center.

**Seattle Aquarium 05/1996-08/1996**

Seattle WA

Summer Naturalist

* Educated the public on the marine life in the exhibits and answered questions.
* Managed the high-volume touch tank during busy days.

**Education**

Humboldt State University, Arcata CA.

Bachelor of Science, 2010, Cum Laude

Major: Biology with concentration in Cellular and Molecular Biology

Humboldt State University Arcata CA

Bachelor of Science, 2005

Major: Environmental Science with concentration in Geology and Watershed Management