

## Jane Smith

1234 Some Street, City, CA 90210 ♦ contact@proqualityresume.com ♦ (555) 555-5555

### EDUCATION:

*June '05:* **University of California at Davis**  
*Major:* *B.S. in Psychology with a concentration in Biology*  
*Minor:* African American Studies  
*GPA:* 3.2  
*Courses:* Molecular & Cell Biology                      Developmental Psychobiology  
Cognitive Development                      Organic Chemistry  
Cognitive Psychology                      Clinical Psychology  
Abnormal Psychology                      Personality Theory  
Neurobiology                      Physiology  
Behavior                      Neurobiology of Addictive Drugs  
Human Memory                      Computer Science

### QUALIFICATIONS:

NIH Certified, Research Experience, MRI Operation Experience and Client Interaction Experience

### SKILLS:

Microsoft Office Suite, Ratemax, Analyze 6.1, Adobe Photoshop, and excellent general PC/Mac Skills

### EXPERIENCE:

- Jan '07 – Present:* **Research Assistant, University of California at San Francisco, Dept. of Anesthesiology**
- Coordinated and injected rat anesthesia.
  - Maintained and performed assays involving hippocampal slice cultures and isolation of hippocampal derived stem cell lines.
  - Perfused animals and prepared and mounted brain slices for immunohistochemistry
- Feb '05 – June '05:* **Clinical Research Assistant, M.I.N.D. Institute, Sacramento, CA**
- Conducted brain scans using MRI techniques and 1.5 Tesla GE Scanner; obtained images and spectroscopy
  - Recruited participants for neurodegenerative diseases studies
  - Traced brain structures using Analyze 6.1 Software
  - Formulated neuroanatomical volume
  - Achieved NIH Certification and familiarity with regulations
- Sept '02 – Sept '05:* **Medical Assistant and Organizational Volunteer, Shifa Free Medical Clinic for the Underserved, Sacramento, CA**
- Conducted patient intake and vitals (glucose tests, BP, HR, etc.)
  - Performed EKG on diabetics and those at risk for heart disease
  - Executed Retinopathy tests
  - Pharmaceutical committee member and clinic liaison for GSK drug representatives
- Oct '96 – Aug '00:* **Hospital Volunteer, San Jose Medical Center**
- 500+ hours of Service
  - Served as Chairperson of the Nursery Department, trained new volunteers, prepared charts for physician's overview, fingerprinted newborns and educated new mothers

### EMPLOYMENT:

- June '07 – Present:* **Teacher, Sylvan Learning Center, San Jose, CA**
- Tutored all levels of students, pre-k through high school, in various subjects (reading, math and writing)
- Sept '05 – March '06:* **Online Support Coordinator, Google, Mountain View, CA**
- Troubleshoot technical problems; escalated bug reports; monitored and reported customer feedback and product performance
- Sept '04 – Sept '05:* **Accounts Executive, University of California at Davis Cash Office**
- Handled accounts receivable, and daily balance cross-checks
- Oct '01 – March '02:* **Event Coordinator, Associated Students of the University of California at Davis**
- Organized Youth Empowerment Event to encourage students to pursue higher learning and attend 4-year educational institutions after high school
  - Coordinated multi-cultural events on campus in order to bring people of various backgrounds together
  - Managed social events with over 400 guests and \$2000 in revenue

### LANGUAGES:

English (Fluent), Urdu (Intermediate), Hindi (Intermediate), French (basic)