

Whether you're networking or applying for a job or internship, a polished resume can distinguish you from other candidates. Brown's Peer Career Advisors (PCAs) can help you produce a resume that merits a second look and lands you an interview — the goal of all resumes.

Quick Tips

- Tailor your resume depending on the type of position for which you are applying.
- Include paid experiences as well as unpaid internships, activities and volunteer positions that highlight key skills and relevant experience.
- Front-load your resume, listing your most relevant experiences in the top third of the page. Employers often decide in 15-20 seconds whether or not a resume is of interest.
- Use active verbs to describe your work experience. For example, use “organized” instead of “responsibilities included organizing.” A list of examples can be found on page [x].
- Use present tense for ongoing activities and past tense for prior experiences.
- Get feedback before sending out a resume. Peer Career Advisors are available for a resume critique during walk-in hours.

How To Structure a Resume

Contact Information

Your name and contact information should appear near the top of the page, easy to find and presented in a simple format. Include your preferred name, address, phone number, email address and relevant social media links, such as your LinkedIn account.

Education

As an undergraduate or recent graduate, you should present information about your education first. Include Brown as well as any other higher education experience, such as study abroad or significant domestic study away experiences.

Experience

Provide a list of relevant work experiences, including:

- name of the organization
- location where you worked — city and state, and country, if it's outside the U.S. or your home country, if you are an international student
- your position/title with the organization
- dates (months and years) you worked

Use bullet points to list information about each experience, including details such as challenges you

addressed, actions you took and the results of your work. Include numbers whenever possible and try to use keywords from the job or internship posting in your description of your experiences. Some employers use applicant tracking systems to seek out these keywords.

Publications

Include a list of recent publications that you authored or co-authored that are relevant to the targeted position.

Awards

Include a short list of recent awards that highlight relevant skills or proficiencies.

Additional Skills/Interests

This is the section where you can briefly highlight other relevant skills not exhibited in your experiences, such as foreign languages, specific computer skills and fine or performing arts. Do not include a long-form objective statement or photograph.

How To Format a Resume

As an undergraduate or recent graduate, you should try to keep your resume to one page. Additional formatting tips:

- Include white space to make the resume easy to read.
- Use a common font between 10 and 12 points in size (except for your name, which should be bigger). Times New Roman, Garamond, Arial and Verdana are all acceptable.
- Be consistent with formatting across sections to the extent that is practicable. For instance, if you list your title first in one entry in a section, do it the same way for the rest of the listings in that section.
- List items in reverse chronology within each section, placing your most recent experience first.

Finding the Right Words

DESCRIBE YOUR EXPERIENCE WITH ACTION VERBS

Start off each line of experience in your resume with an action verb that specifies what you know and what you do. Select verbs that precisely identify the relevant skills or experiences you have that match a particular employer needs. Below is a menu of words to get you started.

For **CLERICAL/ADMINISTRATIVE** experience, use:

| | | | | |
|------------|-------------|-----------|-----------|------------|
| approved | compiled | inspected | processed | specified |
| arranged | dispatched | monitored | purchased | systemized |
| cataloged | executed | operated | recorded | tabulated |
| classified | generated | organized | retrieved | validated |
| collected | implemented | prepared | screened | |

For **COMMUNICATION** experience, use:

| | | | | |
|--------------|--------------|-------------|------------|------------|
| addressed | corresponded | formulated | negotiated | recruited |
| arbitrated | developed | influenced | persuaded | translated |
| arranged | directed | interpreted | promoted | |
| authored | drafted | lectured | wrote | |
| collaborated | edited | mediated | publicized | |
| convinced | enlisted | moderated | reconciled | |

For **CREATIVE** experience, use:

| | | | | |
|----------------|-------------|-------------|------------|-------------|
| acted | designed | founded | integrated | performed |
| conceptualized | developed | illustrated | introduced | planned |
| created | directed | initiated | invented | revitalized |
| customized | established | instituted | originated | shaped |

For **FINANCIAL** experience, use:

| | | | |
|--------------|------------|------------|------------|
| administered | audited | computed | marketed |
| allocated | balanced | developed | planned |
| analyzed | budgeted | forecasted | projected |
| appraised | calculated | managed | researched |

For **HELPING** work, use:

| | | | |
|-----------|--------------|--------------|---------------|
| assessed | counseled | expedited | motivated |
| assisted | demonstrated | facilitated | referred |
| clarified | diagnosed | familiarized | rehabilitated |
| coached | educated | guided | represented |

For **MANAGEMENT** experience, use:

| | | | | |
|--------------|--------------|-----------|-------------|--------------|
| administered | consolidated | directed | organized | recommended |
| analyzed | contracted | evaluated | oversaw | reviewed |
| assigned | coordinated | executed | planned | scheduled |
| attained | delegated | improved | prioritized | strengthened |
| chaired | developed | increased | produced | supervised |

For **RESEARCH** experience, use:

| | | | | |
|-----------|------------|--------------|------------|--------------|
| clarified | evaluated | inspected | organized | systematized |
| collected | examined | interpreted | reviewed | trained |
| critiqued | extracted | interviewed | summarized | |
| diagnosed | identified | investigated | surveyed | |

For **TEACHING** experience, use:

| | | | | |
|-----------|--------------|------------|-------------|------------|
| adapted | communicated | enabled | facilitated | persuaded |
| advised | coordinated | encouraged | guided | set goals |
| clarified | demystified | evaluated | informed | stimulated |
| coached | developed | explained | instructed | trained |

For **TECHNICAL** experience, use:

| | | | |
|------------|------------|------------|-----------|
| assembled | designed | maintained | remodeled |
| built | devised | operated | repaired |
| calculated | engineered | overhauled | solved |
| computed | fabricated | programmed | upgraded |

Use Skills-Based Section Titles

The titles of your experience sections will stand out to readers, so make sure they describe what type of experience you’ve had and are relevant to the position for which you are applying.

EXPERIENCE SECTIONS

| | | | |
|------------------------------|--------------------|--------------------------|-----------------------|
| Arts | | | |
| Writing & Editing Experience | Media Experience | Experience | Artistic Endeavors |
| Theater Experience | Fashion Experience | Culinary Experience | Production Experience |
| Music Experience | Design Experience | Digital Media Experience | |
| | Creative Writing | | |

| | | | | |
|-------------------------------------|-----------------------------|--|---|-----------------------------------|
| Business/Finance | | | | |
| Administrative Experience | Experience | Finance Experience | Marketing Experience | Sales Experience |
| Analytical Experience | Customer Service Experience | Global Health & Development Experience | Nonprofit Experience | Strategy Experience |
| Business Experience | Employment Experience | Leadership Experience | Organizational Experience | Work & Entrepreneurial Experience |
| Collaboration & Strategy Experience | Entrepreneurial Experience | Management Experience | Project/Program Product Management Experience | |
| Consulting | | | | |

| | | | | |
|-------------------------------------|--------------------------------|------------------------------------|--|--------------------------------|
| Communication | | | | |
| Administrative Experience | Counseling Experience | Editing Experience | Production Experience | Publishing Experience |
| Advertising & Promotion Experience | Creative Writing Experience | Editorial & Publication Experience | Project/Program/ Product Management Experience | Sales Experience |
| Campaign Experience | Customer Service Experience | Journalism Experience | | Writing and Editing Experience |
| Collaboration & Strategy Experience | Debate/Deliberation Experience | Language Experience | Public Relations Experience | |
| Communications Experience | Design Experience | Marketing Experience | Public Service Experience | |
| Conflict Resolution Experience | Digital Media Experience | Media Experience | Publications Experience | |
| | | Organizational Experience | | |

Community Involvement

| | | | | |
|---------------------------------|----------------------------------|--------------------------|--|------------------------------|
| Activism Experience | Community Involvement Experience | Counseling Experience | Public Service Experience | Tutoring Experience |
| Advocacy Experience | Community Organizing Experience | Developmental Experience | Social Entrepreneurship Experience | Urban Development Experience |
| Campus Engagement Experience | Community Outreach Experience | Mentorship Experience | Social Innovation Experience | Volunteer Experience |
| Child Care Experience | Community Service Experience | Nonprofit Experience | Sustainability & Food Systems Experience | |
| Community Engagement Experience | | Peer Advising Experience | | |

Education

| | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|
| Child Care Experience | Experience | Education Experience | Peer Advising Experience |
| Communications Experience | Counseling Experience | Instructional Experience | Teaching Experience |
| Community Outreach | Developmental Experience | Mentorship Experience | Tutoring Experience |

Political/Legal

| | | | | |
|-------------------------------------|---------------------------------|--------------------------------------|---------------------------------|----------------------------------|
| Administrative Experience | Community Organizing Experience | International Experience | Political Experience | Public Service Experience |
| Campaign Experience | Community Outreach Experience | Legal Experience | Political Engagement Experience | Social Innovation Experience |
| Collaboration & Strategy Experience | Debate/Deliberation Experience | Organizational Experience | Public Policy Experience | University Leadership Experience |
| Community Engagement Experience | Government Experience | Organizational Leadership Experience | Public Relations Experience | |

STEM

| | | | | |
|--------------------------|--|-------------------------|---|----------------------------------|
| Clinical Experience | Global Health & Development Experience | Laboratory Experience | Project Design Experience | Sustainability & Food Experience |
| Coding Experience | Healthcare Experience | Mathematical Experience | Project/Program Product Management Experience | Systems Experience |
| Engineering Experience | Innovation Experience | Programming Experience | Research Experience | Technical Experience |
| Environmental Experience | | | | UX/UI Design Experience |

SKILLS SECTIONS

Administrative Skills

Analytical Skills

Communications Skills

Conflict Resolution Skills

Customer Service Skills

Design Skills

Event Planning Skills

Innovation Skills

Leadership Skills

Organizational Skills

Technical Skills

Resume Examples

The following are resume examples for undergraduate students or recent graduates that use appropriate structure and format and include many of the quick tips outlined above (full page previews below).

Jane Doe
69 Brown Street Box 9999, Providence, RI, 02912 · (401-999-9999) · jane_doe@brown.edu

EDUCATION
Brown University, B.A. Economics Candidate Providence
• GPA: 3.5 out of 4.0
• Relevant Coursework: *Industrial Organization, Market Research in Public and Nonprofit Organizations*
• Awards/Honors: Black Retail Action Group (BRAG) Scholarship Recipient, *Themyscira, Themyscira, 2011-2015*

BUSINESS & ANALYTICAL EXPERIENCE
Macy's Inc., Digital Merchandising Intern
• Increased the order conversion of women's graphic tees by 74% through a re-
assortment
• Synthesized reports on product views, digital traffic channels, and product sales
will inform product buying decisions in 2018 Q1
• Developed a new business idea with 3 other interns that focused on a pillar of
• Evaluated Macy's competitive positioning in the home décor market by cond
strengths, weaknesses, opportunities, and threats
Black Retail Action Group (BRAG), Intern
• Conceptualized a business idea for a new company with 4 other BRAG intern
the retail industry
• Estimated the expected 5-year revenue of our company by calculating the do
• Participated in seminars, workshops, and classes that discussed topics includ
executive presence
Year Up, Admissions and Program Management Intern
• Analyzed Year Up outreach methods and devised new strategies for outreach
advertisements and information sessions
• Designed and created the first-ever Year Up Providence Snapchat geofilter, v
• Improved the Year Up admissions database by reducing the number of nonre
calls to students
Oliver Wyman Diversity Forum, Participant
• Selected to attend the forum that gave college undergraduate students an intro
• Participated in case study workshops as well as sessions related to Oliver Wy

LEADERSHIP EXPERIENCE
Brown University CareerLAB, Peer Career Advisor
• Provide resume, cover letter, and LinkedIn critiques to undergraduate Brown
• Conduct career-related workshops and presentations for various on-campus s
• Increase awareness of CareerLAB services by informing students of resource
Brown University Office of Residential Life, Residential Peer Counselor
• Delivered information about academics and campus resources to a residence
• Received training in areas such as active listening, conflict resolution, and co
• Constructed 4 workshops for the Brown University campus that explored het

SKILLS & INTERESTS
Technical Skills: Highly skilled in Microsoft Word, PowerPoint, and Salesforce
Photoshop, SPSS Statistics, and STATA
Interests: A cappella, Fashion Blogs, Fashion Retailing

John Smith
john_smith@brown.edu | (888) 888 8888
johnsmith.com | linkedin.com/in/johnsmith

EDUCATION
Brown University | Providence, RI | Computer Science | 2014 - 2019
Rhode Island School of Design | Providence, RI | Industrial Design | GPA - 3.83 | 2014 - 2019

EXPERIENCE
Microsoft, Garage | Software Development Intern
Cambridge, MA | summer 2017
Developed a mobile application using the Xamarin toolkit in C#. Used the MVVM application
cross platform code reuse. Wrote a serverless API in NodeJS for database management and
design and implement front-end designs for the application.
Brown University Serre Lab | Research Assistant for Thomas Serre
Providence, RI | fall 2016 - spring 2017
Test novel deep learning algorithms for computer vision. Created synthetic datasets to train
python scripts to algorithmically generate 3D models and render them photorealistically. Se
rendering pipeline on networked GPU clusters.
Loft LLC Design Firm | Design Intern
Providence, RI | summer 2015
Designed brand identities, products, packaging, and user interfaces. Prototyped digitally and
software, 3D and 2D rendering techniques, and physical model-making.

RELEVANT COURSES AND PROJECTS
Computational Vision
Providence, RI | fall 2016
Modelled different stages and processes of the human visual system in matlab. Explore bot
vision practices, and contemporary deep learning strategies such as convolutional neural n
An Aleph
Argentina | winter 2016
An aleph is a personal electronic device art piece that displays randomly generated senten
To make this I designed and implemented a generative grammar program for a microproces
2KB of RAM.
Hack@Brown
Providence, RI | winter 2016
Designed and implemented an app in the Processing Java environment that allowed anyone
without the need for fine motor control. This app used the Leap Motion Controller and hand

SKILLS
Technical
Java | C# | Python | Matlab | Tensorflow | Deep Learning | Processing | HTML | CSS | JavaScript
NodeJS | Physical Computing | Arduino | Xamarin App Development | Serverless Functions ar
Front-End Development | MVVM architecture
Creative
Photoshop | Illustrator | InDesign | Solidworks | Rhino3D | Blender | Keyshot | Premiere Pro |
Rapid Prototyping | UI/UX | Product Rendering | 3D Printing | Laser cutting | Woodworking | M
Sewing | Manual Machining | Glassblowing | Spanish

WONDER WOMAN
69 BROWN STREET □ PROVIDENCE, RI 02912
PHONE 401.369.0730 □ E-MAIL WONDER_WOMAN@BROWN.EDU

EDUCATION
Brown University, GPA: 4.0, B.Sc. in Neuroscience Providence, RI, Expected Graduation May 2019
Relevant courses include: *Biochemistry, Organic Chemistry I & II, Principles of Neurobiology, General Chemistry I*
Mulgrave School, GPA: 4.0 Themyscira, Themyscira, 2011-2015
International Baccalaureate, Provincial Passport to Education Scholar, Duke of Edinburgh International Gold Award, UBC
Provincial Science Fair Bronze Medalist, SFU Department of Chemistry Award, Canucks Autism Network Volunteer of the Year

LEADERSHIP EXPERIENCE
Brown Opioid Activists, Co-Founder Providence, RI, September 2017-Present
- Communicate with Governor Raimondo and her office for a collaboration to combat the Opioid Epidemic in the state of RI
- Oversee all activities of Brown Opioid Activists at Brown Alpert Medical School and Brown University
- Organize and conduct meetings of the members and the organization's events, coordinate group business, and oversee the
finances of the group and communication with the Undergraduate Finance Board regarding group expenditures
Brown University CareerLAB, Peer Career Advisor Providence, RI, September 2016-Present
- Advise students on internships and job opportunities, Brown University resources, and resume critiques in daily walk in hours
- Introduced and lead two new workshops titled: "Finding Internships for First Year and International Students" and "Finding
Research Opportunities for Women in STEM" to the CareerLAB series of workshops, each attended by 80+ students
Zalweb Design Themyscira, Themyscira, September 2013-Present
- Business owner(CEO); design websites for start-up companies and personal requirements; instruct and facilitate customers in
editing the content of their websites and advising them on marketing strategies
- Manage financial estimates, income statements, cost and services, and tax payment

COMMUNITY ENGAGEMENT EXPERIENCE
Brown University Emergency Medical Services, EMT Providence, RI, September 2017-Present
- Provide pre-hospital patient care and transportation to appropriate hospitals at an EMT level and serve 8000 students annually
- Member of the Brown EMS Emergency Response Team (BERT) for mass casualty incidents and special events such as major
concerts on Brown's campus
Rhode Island Hospital, Patient Visitor Providence, RI, September 2016-Present
- Encourage geriatric patients suffering from different brain disorders to regularly eat, drink, and exercise in order to avoid
further health complications and improve the quality of life of the patients
- Talk and complete brain exercises with about 5-10 patients over a four hour shift to make patients' stay more pleasurable and
induce higher level thinking
- Assist terminally ill patients in any way possible to help them feel comfortable and at peace in their last days of life

INDEPENDENT SCIENTIFIC RESEARCH EXPERIENCE
Women and Infants Hospital, Research Assistant Providence, RI, June 2016-Present
- Investigate the relationship between RSA variability and DNA methylation (of NR3C1 and 11B genes) of 4 months old infants
- Analyze data using various statistical approaches and programs such as SPSS in order to provide scientific evidence regarding
the effect of DNA methylation on infant stress regulation in terms of the autonomic nervous system
**The Antimicrobial Effects of Yarrow, Wild Oregano, Lavender, Violet, and Fumitory on Food Contaminating Bacteria That Have
Shown Cases of Infection** Themyscira, Themyscira, February 2013-December 2015
- Examined the specific effects of the 5 most commonly grown herbs in North America on killing or inhibiting the growth of
gram positive and gram negative non-pathogenic bacteria that have shown cases of infection
- Patent Issued on March 21, 2014; Presented at Stanford Pre-Collegiate Science Conference (2014) and Brown University
Undergraduate Paper Series (2015)

PUBLICATIONS
Pediatrics Journal (in review), First Author August 2017
The effect of NR3C1 epigenetic modification on autonomic nervous system reactivity
Journal of Emerging Investigators (accepted), First Author August 2015
The Antimicrobial Effects of Yarrow, Lavender, Violet on Food Contaminating Bacteria That Have Shown Cases of Infection

SKILLS AND INTERESTS
Skills: Licensed EMT, proficient in SPSS data analysis, WordPress, working knowledge of HTML
Languages: Fluent in Farsi and English, intermediate level French (awarded B1 DELF in French Studies by Ministry of France)
Interests: Cultivating African Violets, competitive 10m Air Rifle shooter (Olympic sport), translating books into Farsi



BROWN
Center for Career
Exploration

Brown Center for Career Exploration
401-863-3326 — 167 Angell Street —

careercenter@brown.edu

Follow us on social media to stay on top of upcoming events and programs

[@browncareercenter](https://twitter.com/browncareercenter) | [@browncareercenter](https://www.instagram.com/browncareercenter) | [/browncareercenter](https://www.facebook.com/browncareercenter) | [@browncareercenter](https://www.youtube.com/browncareercenter)



Jane Doe

69 Brown Street Box 9999, Providence, RI, 02912 · (401-999-9999) · jane_doe@brown.edu

EDUCATION

Brown University, *B.A. Economics Candidate*

Providence, RI | Expected Graduation May 2018

- GPA: 3.5 out of 4.0
- Relevant Coursework: *Industrial Organization, Market Research in Public and Private Sectors, Management of Industrial and Nonprofit Organizations*
- Awards/Honors: Black Retail Action Group (BRAG) Scholarship Recipient, QuestBridge Scholarship Match Recipient

BUSINESS & ANALYTICAL EXPERIENCE

Macy's Inc., *Digital Merchandising Intern*

New York, NY | June 2017—July 2017

- Increased the order conversion of women's graphic tees by 74% through a recategorization of Macy's online product assortment
- Synthesized reports on product views, digital traffic channels, and product sales to create a Market Prep guide, which will inform product buying decisions in 2018 Q1
- Developed a new business idea with 3 other interns that focused on a pillar of Macy's company-wide business strategy
- Evaluated Macy's competitive positioning in the home décor market by conducting research on the company's strengths, weaknesses, opportunities, and threats

Black Retail Action Group (BRAG), *Intern*

New York, NY | May 2017—July 2017

- Conceptualized a business idea for a new company with 4 other BRAG interns for a case study regarding innovation in the retail industry
- Estimated the expected 5-year revenue of our company by calculating the dollar opportunity of its 4 revenue streams
- Participated in seminars, workshops, and classes that discussed topics including retail math, entrepreneurship, and executive presence

Year Up, *Admissions and Program Management Intern*

Providence, RI | June 2016—Aug 2016

- Analyzed Year Up outreach methods and devised new strategies for outreach including targeted social media advertisements and information sessions
- Designed and created the first-ever Year Up Providence Snapchat geofilter, which garnered over 12,000 total views
- Improved the Year Up admissions database by reducing the number of nonresponsive applicants by over 90% through calls to students

Oliver Wyman Diversity Forum, *Participant*

New York, NY | April 2016

- Selected to attend the forum that gave college undergraduate students an introduction to Oliver Wyman
- Participated in case study workshops as well as sessions related to Oliver Wyman's diversity and inclusion efforts

LEADERSHIP EXPERIENCE

Brown University CareerLAB, *Peer Career Advisor*

Providence, RI | Sept 2015—Present

- Provide resume, cover letter, and LinkedIn critiques to undergraduate Brown University students
- Conduct career-related workshops and presentations for various on-campus student organizations
- Increase awareness of CareerLAB services by informing students of resources including BrownConnect and LINK

Brown University Office of Residential Life, *Residential Peer Counselor*

Providence, RI | Aug 2015—May 2017

- Delivered information about academics and campus resources to a residence hall consisting of 50 first-year students
- Received training in areas such as active listening, conflict resolution, and community building
- Constructed 4 workshops for the Brown University campus that explored heterosexism, race, and masculinity

SKILLS & INTERESTS

Technical Skills: Highly skilled in Microsoft Word, PowerPoint, and Salesforce; Competent in Microsoft Excel, NVivo, Photoshop, SPSS Statistics, and STATA

Interests: A cappella, Fashion Blogs, Fashion Retailing



John Smith

john_smith@brown.edu | (888) 888 · 8888
johnsmith.com | linkedin.com/in/johnsmith

EDUCATION

Brown University | Providence, RI | Computer Science | 2014 - 2019

Rhode Island School of Design | Providence, RI | Industrial Design | GPA - 3.83 | 2014 - 2019

EXPERIENCE

Microsoft, Garage | Software Development Intern

Cambridge, MA | summer 2017

Developed a mobile application using the Xamarin toolkit in C#. Used the MVVM application architecture for cross platform code reuse. Wrote a serverless API in NodeJS for database management and media delivery. Helped design and implement front-end designs for the application.

Brown University Serre Lab | Research Assistant for Thomas Serre

Providence, RI | fall 2016 - spring 2017

Test novel deep learning algorithms for computer vision. Created synthetic datasets to train said algorithms. Wrote python scripts to algorithmically generate 3D models and render them photorealistically. Set up high volume image rendering pipeline on networked GPU clusters.

Loft LLC Design Firm | Design Intern

Providence, RI | summer 2015

Designed brand identities, products, packaging, and user interfaces. Prototyped digitally and physically with CAD software, 3D and 2D rendering techniques, and physical model-making.

RELEVANT COURSES AND PROJECTS

Computational Vision

Providence, RI | fall 2016

Modelled different stages and processes of the human visual system in matlab. Explore both traditional computer vision practices, and contemporary deep learning strategies such as convolutional neural networks.

An Aleph

Argentina | winter 2016

An aleph is a personal electronic device art piece that displays randomly generated sentences on a small OLED screen. To make this I designed and implemented a generative grammar program for a microprocessor system that has only 2KB of RAM.

Hack@Brown

Providence, RI | winter 2016

Designed and implemented an app in the Processing Java environment that allowed anyone to create expressive art without the need for fine motor control. This app used the Leap Motion Controller and hand/finger tracking.

SKILLS

Technical

Java | C# | Python | Matlab | Tensorflow | Deep Learning | Processing | HTML | CSS | JavaScript | JQuery
NodeJS | Physical Computing | Arduino | Xamarin App Development | Serverless Functions and API design
Front-End Development | MVVM architecture

Creative

Photoshop | Illustrator | InDesign | Solidworks | Rhino3D | Blender | Keyshot | Premiere Pro | Model Making
Rapid Prototyping | UI/UX | Product Rendering | 3D Printing | Laser cutting | Woodworking | Metalworking
Sewing | Manual Machining | Glassblowing | Spanish

WONDER WOMAN

69 BROWN STREET □ PROVIDENCE, RI 02912
PHONE 401.369.0730 □ E-MAIL WONDER_WOMAN@BROWN.EDU

EDUCATION

Brown University, GPA: 4.0, B.Sc. in Neuroscience **Providence, RI, Expected Graduation May 2019**
Relevant courses include: *Biochemistry, Organic Chemistry I & II, Principles of Neurobiology, General Chemistry I*

Mulgrave School, GPA: 4.0 **Themyscira, Themyscira, 2011-2015**
International Baccalaureate, Provincial Passport to Education Scholar, Duke of Edinburgh International Gold Award, UBC
Provincial Science Fair Bronze Medalist, SFU Department of Chemistry Award, Canucks Autism Network Volunteer of the Year

LEADERSHIP EXPERIENCE

Brown Opioid Activists, Co-Founder **Providence, RI, September 2017-Present**

- Communicate with Governor Raimondo and her office for a collaboration to combat the Opioid Epidemic in the state of RI
- Oversee all activities of Brown Opioid Activists at Brown Alpert Medical School and Brown University
- Organize and conduct meetings of the members and the organization's events, coordinate group business, and oversee the finances of the group and communication with the Undergraduate Finance Board regarding group expenditures

Brown University CareerLAB, Peer Career Advisor **Providence, RI, September 2016-Present**

- Advise students on internships and job opportunities, Brown University resources, and resume critiques in daily walk in hours
- Introduced and lead two new workshops titled: "Finding Internships for First Year and International Students" and "Finding Research Opportunities for Women in STEM" to the CareerLAB series of workshops, each attended by 80+ students

Zalweb Design **Themyscira, Themyscira, September 2013-Present**

- Business owner(CEO); design websites for start-up companies and personal requirements; instruct and facilitate customers in editing the content of their websites and advising them on marketing strategies
- Manage financial estimates, income statements, cost and services, and tax payment

COMMUNITY ENGAGEMENT EXPERIENCE

Brown University Emergency Medical Services, EMT **Providence, RI, September 2017-Present**

- Provide pre-hospital patient care and transportation to appropriate hospitals at an EMT level and serve 8000 students annually
- Member of the Brown EMS Emergency Response Team (BERT) for mass casualty incidents and special events such as major concerts on Brown's campus

Rhode Island Hospital, Patient Visitor **Providence, RI, September 2016-Present**

- Encourage geriatric patients suffering from different brain disorders to regularly eat, drink, and exercise in order to avoid further health complications and improve the quality of life of the patients
- Talk and complete brain exercises with about 5-10 patients over a four hour shift to make patients' stay more pleasurable and induce higher level thinking
- Assist terminally ill patients in any way possible to help them feel comfortable and at peace in their last days of life

INDEPENDENT SCIENTIFIC RESEARCH EXPERIENCE

Women and Infants Hospital, Research Assistant **Providence, RI, June 2016-Present**

- Investigate the relationship between RSA variability and DNA methylation (of NR3C1 and 11B genes) of 4 months old infants
- Analyze data using various statistical approaches and programs such as SPSS in order to provide scientific evidence regarding the effect of DNA methylation on infant stress regulation in terms of the autonomic nervous system

The Antimicrobial Effects of Yarrow, Wild Oregano, Lavender, Violet, and Fumitory on Food Contaminating Bacteria That Have Shown Cases of Infection **Themyscira, Themyscira, February 2013-December 2015**

- Examined the specific effects of the 5 most commonly grown herbs in North America on killing or inhibiting the growth of gram positive and gram negative non-pathogenic bacteria that have shown cases of infection
- Patent Issued on March 21, 2014; Presented at Stanford Pre-Collegiate Science Conference (2014) and Brown University Undergraduate Paper Series (2015)

PUBLICATIONS

Pediatrics Journal (in review), First Author **August 2017**
The effect of NR3C1 epigenetic modification on autonomic nervous system reactivity

Journal of Emerging Investigators (accepted), First Author **August 2015**
The Antimicrobial Effects of Yarrow, Lavender, Violet on Food Contaminating Bacteria That Have Shown Cases of Infection

SKILLS AND INTERESTS

Skills: Licensed EMT, proficient in SPSS data analysis, WordPress, working knowledge of HTML

Languages: Fluent in Farsi and English, intermediate level French (awarded B1 DELF in French Studies by Ministry of France)

Interests Cultivating African Violets, competitive 10m Air Rifle shooter (Olympic sport), translating books into Farsi

Jack Antonoff

69 Brown St, Box 0000 | Providence, RI 02912 | Phone: (000) 000-0000 | E-Mail: jack_antonoff@brown.edu

EDUCATION

Brown University, S.c.B Molecular Biology and Biochemistry
Relevant Courses: NEURO 0010, CHEM 0330

Providence, RI | May 2026

High School, Heritage High School/4.00 GPA
Brentwood, CA | Class of 2022

RESEARCH EXPERIENCE

- California State East Bay University, Role (Research Assistant)** Hayward, CA | Oct 2021 – June 2022
- Developed skills in molecular cloning using PCR machines (regular and touchdown), aided the growth of competent cells and cell cultures.
 - Collaborated on a localization project focused on Serine-Arginine-Rich (SR) Proteins and how they contribute to the regulation of alternative splicing during *Toxoplasma gondii* developmental differentiation
 - Spearheaded projects with teammates, attending weekly lab meetings and biweekly research journal sessions
- Cornell University, Catalyst Academy Role (Research Intern)** Virtual | July 2021
- Studied diabetes with Professor Cosgrove, exploring various bioengineering approaches to diabetes treatment.
 - Attended various sessions across engineering majors and topics while developing literacy surrounding engineering
 - Attended daily sessions led by Cornell Engineering faculty members

LEADERSHIP EXPERIENCE

- Project Climate Role (Founder, President)** Brentwood, CA | April 2019 – June 2022
- Founded Project Climate, an organization aimed at educating communities about the effects of climate change and implementing mitigable solutions
 - Organized various Walk to Schools and elementary school education days, raised money for an Amazon Rainforest nonprofit, grew over 250+ saplings with the club, and rallied 1000+ signatures for local anti-drilling campaign.
 - Curated mentorship skills, fostered communication, and managed various boards and volunteers.
- Black Girls do STEM, Role (Mentor)** Virtual | April 2021 – January 2022
- Mentored Black middle and high school STEM students, crafting career paths and giving talks on various STEM careers
 - Attended and hosted mentor sessions biweekly.
- HOSA, Role (Vice President, club member)** Brentwood, CA | Aug 2018 – May 2022
- Club member for 3 years and competed in medical terminology and first aid administration
 - 2020-2021: Vice President; organized community projects and informational meetings for aspiring medical professionals.
- Antioch Council of Teens (ACT), Role (Youth facilitator)** Antioch, CA | Feb 2021 – June 2022
- Advocated for social reform in the city and facilitated discussions with various groups of youth.
 - Launched “Teen Relationship Violence Prevention Conference” with peers and served as a youth facilitator for the program
 - Interned for the City of Antioch as a social media analyst for the recreation department, highlighting the city through graphics and absorbable communication.

WORK EXPERIENCE

- UC Berkeley; LOHP, Role (Social Media Intern)** Berkeley, CA | Jan 2021- June 2022
- Created visuals for UCB’s public health department
 - Organized and created social media awareness posts for “Safe Jobs for Youth Month.”
 - Worked with various mentors while learning about the importance of Public Health in the labor field.
- The City of Antioch; Recreation, Role (Social Media Analyst)** Antioch, CA | June 2021– Jan 2022
- Collaborated with various city officials to highlight various events occurring in the city
 - Spearheaded the recreation of the department’s social media, overturning themes while analyzing successful trends in media interaction

SKILLS & INTERESTS

Technical Skills: Proficient in Microsoft Office Excel, PowerPoint, Canva, Google Suite, Benchling

Language: Bilingual proficiency in Amharic and English

Interests: Photography, Crocheting, Long-Distance Running, Traveling

Lindsay Arnold

69 Brown St, Box 0000 | Providence, RI 02912 | Phone: (000) 000-0000 | E-Mail: lindsay_arnold@brown.edu

EDUCATION

Brown University, Sc. B Neuroscience, 4.0/4.0 GPA

Providence, RI | **Expected Graduation May 2026**

Relevant Courses: Healthcare in the US, Introduction to Neuroscience, Culture and Health, Principles of Neurobiology, Suffering and Compassion

Columbia High School, 4.96/5.00 GPA

Maplewood, NJ | Class of 2022

HEALTHCARE EXPERIENCE

Lifespan Connect for Health, *Patient Advocate*

Providence, RI | February 2023 – Present

- Assist low-income patients at the RI Hospital with concerns related to housing, education, food insecurity, and transportation
- Monitor the needs of 5 clients through weekly phone calls on an ongoing basis
- Attend weekly development meetings to ensure preparedness for support the needs of all clients

Brown Kidney Disease Screening and Awareness Program, *Student Volunteer*

Providence, RI | September 2022

– Present

- Offer free kidney disease screenings (serving on average 40+ individuals) to medically underserved communities in the Providence area
- Measure blood pressure and blood glucose levels and conduct urinalysis tests
- Refer patients to a healthcare provider at a free health clinic in their area when necessary

People Care Institute, *Medical Assistant*

West Orange, NJ | June 2023 –

Present

- Manage patient flow for 20+ patients each day seeing both an infectious disease and primary care provider
- Register new patients into the electronic health record, verify insurance information, and collect co-pays
- Take patients' vitals and ensure that they are up to date with their screening tests
- Clean the examination room between each patient and schedule follow-up appointments
- Provide prescription refills for patients and upload test results into the patient's chart

COMMUNITY INVOLVEMENT

Kessler Scholars Program, *Member*

Providence, RI | September 2022 –

Present

- Offer support to peers in the cohort who share similar challenges while navigating Brown University as first-generation and low-income students
- Work with professional staff to foster personal growth and gain familiarity with campus resources
- Attend monthly small group meetings and biweekly cohort meetings

Brown University Center for Career Exploration, *Peer Career Advisor*

Providence, RI | September 2023 –

Present

- Guide students through the resources offered by the department for career development and exploration
- Provide support to students in their internship search and host programming throughout the year about our services
- Work one-on-one with students to conduct mock interviews and edit resumes and cover letters

Minority Achievement Community, *Senior Class Leader (2021-2022)*

Maplewood, NJ | January 2018 – June 2022

- Worked to create an equitable environment for minority students in the school district
- Communicated information about the organization's events and activities to classmates
- Conducted student meetings and took attendance at mandatory events
- Planned and executed fundraising initiatives for an international senior class trip
- Led study groups for students in AP classes and coordinated college preparation programs

LABORATORY EXPERIENCE

Rutgers Waksman Student Scholars Program, *Research Assistant*

New Brunswick, NJ | December 2020 - March

2021

- Applied laboratory techniques to isolate individual genes from the model organism *Landoltia punctata*
- Utilized DNA analysis software (BLAST) to study the function of the proteins corresponding to the isolated genes
- Published work in the NCBI science journal

SKILLS & INTERESTS

Technical Skills: NextGen EHR, Proficient in Microsoft Office, PowerPoint, Google Suite, Zoom

Language: Bilingual proficiency in English and Haitian Creole, Advanced proficiency in Spanish

Interests: Pilates, Dance, Fashion, Cooking

EDUCATION

Brown University, *B.S. Honors in Neuroscience, B.A. Music* 3.9/4.0 GPA Providence, RI | **Expected Graduation May 2023**

Relevant Coursework: The Diseased Brain: Mechanisms of Neurological and Psychiatric Diseases, Introductory Statistics for Social Research, Physiological Pharmacology

Awards: BrownConnect LINK Award

RESEARCH EXPERIENCE

The E.P. Bradley Hospital Sleep Research Laboratory

Supervising Lab Technician

Providence, RI | May 2022 – May 2023

- Carried out multiple facets of data collection including electrode application, one-on-one work with research participants, administration of forms and tests, data reduction, and data entry
- Operated and experience with calibration of PSG monitoring equipment, performance testing and identification of sleep stages, and basic lab procedures, including working with human adolescent and adult participants
- Trained 7 onboarding Dement Fellows in all facets of data collection and compiled daily progress reports and feedback

Dement Fellow, Lab Technician

Providence, RI | May 2021 – April 2022

- Trained as a laboratory technician to execute polysomnographic (PSG) recording techniques, including EEG, EMG, EOG, EKG, respiratory plethysmography, and oxygen saturation electrode hookup
- Presented research on sleep health and depression in college aged adults and created a scientific poster of my research project and presentation that consisted of my data analysis and results

Department of Neuropsychology at Mount Sinai Hospital, *Research Assistant*

New York, NY | May 2020 – August 2020

- Conducted and wrote up research on Sudden Unexplained Death in Epilepsy (SUDEP) in disadvantaged groups
- Authored 5 manuscripts in preparation on various topics including: Epilepsy in low socioeconomic communities, SUDEP, and COVID-19 in disadvantaged minority groups. These works are being submitted for publication
- Received BrownConnect LINK Award for research

HEALTH CARE EXPERIENCE

The Miriam Hospital, *Volunteer*

Providence, Rhode Island | October 2019 – September 2020

- Assisted visitors and staff members by providing information regarding current patients on a hospital floor designated for patients recovering from surgery
- Participated in hands on, interactive work with the patients and doctors in the hospital by helping with administrative work

ADVISING AND LEADERSHIP EXPERIENCE

Brown University CareerLAB, *Peer Career Advisor*

Providence, Rhode Island | August 2021 – May 2023

- Advised fellow students on internship and job opportunities, networking and interviewing tips, Brown University resources, and resume critiques in daily walk-in hours; lead informational workshops on workplace skills and processes
- Worked with 30 peer advisors through training, weekly meetings, and 50+ Peer Career Advisor events and workshops
- Coordinated CareerPALS Program where PCA's were paired with and guided 5-10 Brown sophomores

Undergraduate Teaching Assistant, *CLPS0120: Introduction to Sleep*

Providence, Rhode Island | August 2021 – December 2022

- Write 3 in-class exams that cover a range of topics such as sleep phylogeny, sleep ontology, circadian processes, sleep and memory, dreaming, and sleep disorders
- Grade and advise students on their exams, weekly problem sets, and weekly readings
- Hold 3 review sessions and weekly office hours for students to review the lecture material and ask questions
- Facilitate class discussion during weekly 'Journal Clubs' where students present a scientific article and its main findings

Brown RISD Hillel, *Vice President of Social and Cultural Engagement*

Providence, Rhode Island | December 2019 – January 2022

- Planned various social activities like formal, comedy nights, bringing Jewish artists and singers to campus for concerts and galleries, and cooking events for students in the Brown and RISD community
- Coordinated religious services and religious social events for the students in the Orthodox Brown and RISD community
- Planned various events related to Judaism and Jewish holidays for the community

SKILLS & INTERESTS

Technical Skills: Proficient in Stata, SPSS, R Studio, Microsoft Office Excel, PowerPoint, Adobe Creative Suite, Ableton Live, Reaper

Language: English (native), Hebrew (fluent)

Interests: Long-distance running, playing cello, baking, chocolate making

EDUCATION

Brown University, *B.E. Computer Engineering, B.A Music*, 3.8/4.0 GPA Providence, RI | **Expected Graduation May 2024**
 Relevant Courses: Recording & Sound design techniques, Data Structures & Algorithms, Intro to SWE, Breaking into Venture Capital
Loomis Chaffee, 4.00/4.00 GPA Windsor, CT | Class of 2020

COMPUTER ENGINEERING RELATED PROJECTS

Undergraduate Teaching and Research Award (UTRA) *Simulation of Complex Neural Probes* Python | May 2022 – Dec. 2022

- Analyze academic articles and electrodynamic principles to create a new way of recording multi-electrode array spikes for neural action potentials
- Document all installation bugs and spend 35+ hours testing and developing creative solutions to error messages
- Design models of both simple and complex neural networks then isolate relevant formulas and data points

Project Design: Data Structures and Algorithms Java | January - April 2022

Decision Tree

- Designed a simplified ID3 machine learning algorithm to analyze large sets of data and generate a decision tree
- Conducted 20+ hours of in-depth analysis and debugging of the tree structure and node, edge, and leave classes
- Strengthened knowledge of machine learning, practical data analysis and societal repercussions of algorithms

Travel Planner

- Collaborated with a partner to design and implement a graph traversal program that calculates the most efficient route of travel using Breadth-first search (BFS) and Dijkstra algorithms
- Spent 20+ hours debugging afore-mentioned algorithms and understanding the ins and outs of their operations
- Strengthened code error analysis and partner-programming skills

ANALYTICAL AND ADVISORY EXPERIENCE

CareerLab, *Peer Career Adviser* Providence, RI | September 2022 – Present

- Advise peers with developing resumes, cover letters, and LinkedIn profiles and direct students to career resources
- Update the CareerLab website by refreshing links and adding relevant databases to provide up-to-date and pertinent material
- Conduct presentations with fellow advisers to educate students on CareerLab Resources, networking, and job search

Nurmikko Lab, *Undergraduate Researcher* Providence, RI | June 2022 – Present

- Develop complex models simulating multi-compartmental neural networks using python-based programming
- Design monthly presentations for the lab introducing a pertinent technological or scientific development
- Meet weekly with lab adviser to discuss any debugging challenges and continually assess my progress and project trajectory

Brown University Math Department, *Teaching Assistant and Grader* Providence, RI | September 2021 – December 2021

- Reviewed and corrected the weekly calculus assignments of over 100 students
- Addressed detailed questions and concerns regarding the material specifics while corresponding with the course professor
- Designed creative new solutions to optimize student engagement and comprehension

LEADERSHIP AND COMMUNITY ENGAGEMENT EXPERIENCE

Brown Alumni Relations, *Reunion Student Staff Leader* Providence, RI | January 2022 – Present

- Lead 100+ students in staffing the Brown Reunion, an event attraction 6,400+ attendees
- Collaborate with other leaders to plan 3 days of in-depth training and engaging activities in preparation for Reunion
- Rely heavily on quick thinking and collaboration to offer hospitality to guests, direct the crowd appropriately and offer frequent breaks and attentive support to my student staff

Brown University Admissions, *Student Admissions Representative and Tour Guide* Providence, RI | September 2021 – Present

- Welcome and tour groups of up to 300 prospective students while responding to spontaneous questions
- Develop strong relationships with admissions associates while hosting virtual and in-person Q&A events
- Filmed 15+ videos for Brown's social media documenting and detailing my daily academic and extracurricular routine

Black Student Union, *Treasurer and Peer Mentor* Providence, RI | September 2021 – Present

- Handle crucial budgeting of a 10k+ fund before executing 300+ person events celebrating the vibrant black community
- Collaborate with fellow mentors to facilitate engaging programs while guiding mentees through various academic, extracurricular, and social concerns
- Meet weekly with members of the Executive Board to schedule creative events for community building and fundraising

SKILLS & INTERESTS

Technical Skills: CSS, React, HTML, Java, Python, Matlab, NEURON, Excel and Fusion 360 proficiency; JP Morgan Chase SWE virtual experience

Language: Conversationally fluent in French and Jamaican Patois

Interests: Music Theory and Production, Soccer, Thrift shopping, Dance, Reggae music

Wednesday Addams

69 Brown St, Box #0001 | Providence, RI 02912 | Phone: (123) 456-7890 | E-Mail: wednesday_addams@brown.edu

EDUCATION

Brown University, B.Sc. Environmental Engineering, GPA 3.9 Providence, RI ♦ Expected Graduation 2023
 Relevant Courses: Engineering: Thermodynamics, Chemical Thermodynamics, Fluid Dynamics, Heat and Mass Transfer, Mechanical Technology I&II, Chemistry: Reactions and Rates, Organic I & II, Physical

Bentley School, High School Diploma, GPA 4.34/4.0 Lafayette, CA ♦ June 2019

ENGINEERING EXPERIENCE

Formula SAE, *Chassis Subsystem Lead/Structures Umbrella Lead* Providence, RI ♦ 8/19 – Present

- ♦ Design and fabricate a Formula One style car for Michigan International Formula SAE competition, 15 hrs/wk
- ♦ Lead design and manufacture of steel Chassis for 2022 Car: design work in SolidWorks, assembly using TIG welding
- ♦ Competed at International Formula student competition at Detroit Speedway in Michigan, presenting to judges, undergoing technical inspections and finishing in all four dynamic events in the top third internationally
- ♦ Skills: TIG welding, mill and lathe work, mold making with CNC router, carbon fiber layup, SolidWorks

Breuer Lab Brown University, *Researcher* Providence, RI ♦ 6/21 – Present

- ♦ Second authored *Using an Active Gurney Flap to Improve the Aerodynamic Performance of a Wind Turbine Blade* presented at APS Division of Fluid Dynamics
- ♦ Lead data acquisition on a novel active Gurney flap system to improve the performance of wind turbine
- ♦ Independently performed wind tunnel experiments and developed Matlab scripts, force measurement systems, and other protocols for experiments

Brown University School of Engineering, *Student worker* Providence, RI ♦ 9/20 – Present

- ♦ Fluid Dynamics Course Teaching Assistant: Led, grade, and support students through four laboratory projects
- ♦ Electricity and Magnetism Grader: Grade and provide feedback on weekly problem sets
- ♦ Introduction to Engineering Mentor: Supervise 2 groups of 5 students, guiding them through 5 design modules and 3 projects, counseling students on general engineering questions and preparation of a four-year plan

ENVIRONMENTAL AND COMMUNITY ENGAGEMENT

Environmental Co-Op, *Member* Providence, RI ♦ 1/22- Present

- ♦ Cultivated community around cooking and sustainability, including cooking weekly community meals sourced from ethical produce and sharing values of environmental sustainability with the larger Brown community

Orientation Welcoming Committee, *Bruno Leader* Providence, RI ♦ 9/20-5/22

- ♦ Guide group of 15-20 first-year students including planning and leading orientation events
- ♦ Held weekly meetings to assist students, connect with the community, and find academic success during a pandemic

Global Footprint Network, *Research Intern* Oakland, CA ♦ 6/2020 – 9/2020

- ♦ Collaborated with a research team at an international environmental non-profit, organizing data, editing reports, and running a project for a new website page in anticipation of Earth Overshoot Day

Canine Companions for Independence, *Volunteer Puppy Raiser* Santa Rosa, Ca ♦ 12/2014 – 5/2018

- ♦ Provide daily training and care to raise two service dogs for 18 months to prepare them for advanced training and placement with disabled individuals

SKILLS & INTERESTS

Software Skills: Microsoft Office Excel, SolidWorks, COMSOL, MATLAB, PowerPoint, Adobe Illustrator, Google Apps

Lab Skills: TIG Welding, Mill/Lathe Work, Carbon Fiber Layup, Soldering, Laser cutting, Extracting Organic compounds: Simple distillation, Fractional distillation, Electrophoresis, Gas Chromatography, Electronics

Interests: Sailing, DIY & making, woodworking, hiking. I made an e-Bike and hydroponic garden wall during Summer 2020 This past summer, prepared a 1979 sailboat for a cruising journey (including rebuilding an old diesel engine) and sailed down the coast of California.

EDUCATION**Brown University**, *B.S. Honors in Neuroscience, B.A. Music* 3.9/4.0 GPA Providence, RI | **Expected Graduation May 2023***Relevant Coursework:* Primetime Bioethics, Music Theory, Introductory Statistics for Social Research, Structure of the Nervous System, Physiological Pharmacology*Awards:* BrownConnect LINK Award**SAR High School**, 3.90/4.00 GPA

Bronx, NY | Class of 2018

RESEARCH EXPERIENCE**The E.P. Bradley Hospital Sleep Research Laboratory***Supervising Lab Technician*

Providence, RI | May 2022 – Present

- Carry out multiple facets of data collection including electrode application, one-on-one work with research participants, administration of forms and tests, data reduction, and data entry
- Operate and experience in calibration of PSG monitoring equipment, performance testing and identification of sleep stages, and basic lab procedures, including working with human adolescent and adult participants
- Trained 7 onboarding Dement Fellows in all facets of data collection and compiled daily progress reports and feedback

Dement Fellow, Lab Technician

Providence, RI | May 2021 – April 2022

- Trained as a laboratory technician to execute polysomnographic (PSG) recording techniques, including EEG, EMG, EOG, EKG, respiratory plethysmography, and oxygen saturation electrode hookup
- Presented research on sleep health and depression in college aged adults and created a scientific poster of my research project and presentation that consisted of my data analysis and results

ADVISING AND EDUCATION EXPERIENCE**Brown University CareerLAB**, *Peer Career Advisor*

Providence, Rhode Island | August 2021 – Present

- Advise fellow students on internship and job opportunities, networking and interviewing tips, Brown University resources, and resume critiques in daily walk-in hours; lead informational workshops on workplace skills and processes
- Work with 24 peer advisors through training, weekly meetings, and 50+ Peer Career Advisor events and workshops

Undergraduate Teaching Assistant, *CLPS0120: Introduction to Sleep*

Providence, Rhode Island | August 2021 – December 2022

- Write and grade 3 in-class exams that cover a range of topics such as sleep phylogeny, sleep ontology, circadian processes, sleep and memory, dreaming, and sleep disorders
- Hold 3 review sessions and weekly office hours for students to review the lecture material and ask questions
- Facilitate class discussion during weekly 'Journal Clubs' where students present a scientific article and its main findings

LEADERSHIP AND ORGANIZATION EXPERIENCE**Brown RISD Hillel**, *Vice President of Social and Cultural Engagement*

Providence, Rhode Island | December 2019 – January 2022

- Planned various social activities like formal, comedy nights, bringing Jewish artists and singers to campus for concerts and galleries, and cooking events for students in the Brown and RISD community
- Coordinated religious services and religious social events for the students in the Orthodox Brown and RISD community

Brown Womxn's Collective, *Program Housing Director, Board Member*

Providence, Rhode Island | January 2020 – January 2021

- Supervised all aspects of the chapter facility
- Helped with budget preparation and serve on the cabinet and board as part of the finance committee of the chapter
- Coordinated the organization, cleaning, and maintenance of all items in the chapter room or storage unit regularly and ensure that proper facility records are maintained
- Organized and fundraised for financial aid through various events like barbecue fundraisers, etc

Community Corps: Partnership for Adult Learning (PAL), *Mentor*

Providence, Rhode Island | January 2020 – September 2020

- Provided support, guidance, and tutoring to adults throughout the state of Rhode Island with intellectual and financial disabilities.
- Produced and assign weekly assignments and goals with an adult with a mental disability to promote learning
- Organized the financial assets and schedule of an adult who is struggling financially and is unable to do so

SKILLS & INTERESTS**Technical Skills:** Proficient in Stata, SPSS, Microsoft Office Excel, PowerPoint, Adobe Creative Suite, Ableton Live, Reaper**Language:** English (native), Hebrew (fluent)**Interests:** Long-distance running, playing cello, baking, chocolate making

EDUCATION

Brown University

Providence, RI | Expected Graduation May 2024

B.A. Candidate in Economics, Sc.B. Candidate in Neuroscience

3.96/4.0 GPA

Relevant Courses: The Diseased Brain: Mechanisms of Neurological and Psychiatric Disorders, Neural Systems, Statistical Inference

TEACHING EXPERIENCE

Brown University CareerLAB, Peer Career Advisor

Providence, RI | September 2022 - Present

- Review and edit the resumes and cover letters of Brown University students during open hours, hosted 5 hours a week and helping 15+ students a week
- Teach students how to find internships and network effectively, as well as fully utilize the university's resources such as BrownConnect, Handshake, and CareerLAB website
- Attend to one-on-one requests from students for resume, cover letter, and job search guidance
- Host workshops throughout the semester for first-years to learn the basics of resume and cover letter writing

Brown University Biology Department, Undergraduate Teaching Assistant

Providence, RI | January 2023 - May 2023

- Help students in understanding material in BIOL 0280 Biochemistry, a large core requirement course of over 300 students
- Create additional weekly biochemistry practice questions and host 2 hour weekly problem sessions for students
- Answer students' inquiries about material on the course's online forum, Ed Discussion

RESEARCH EXPERIENCE

Asaad Lab, Research Assistant

Providence, RI | September 2022 – Present

- Investigate the patterns of neural oscillations during various cognitive tasks, such as memory and affect recognition, in epilepsy patients from recording electrodes
- Administer memory tasks to epilepsy patients using the MonkeyLogic program
- Run memory tasks for control subjects, including recruitment, explaining and obtaining consent forms, and data collection.

McDonald Lab, Research Assistant

Providence, RI | September 2021 - May 2022

- Optimized the synthesis workflow of backbone monomers used to create hierarchically assembled bottlebrush polymers
- Presented weekly on research papers relevant to current projects, as well as learn fundamentals of polymer chemistry

CLINICAL EXPERIENCE

Rhode Island Free Clinic

Providence, RI | September 2022 - Present

Medical Scribe

- Scribe for various doctors at Rhode Island Free Clinic, which provides free healthcare to underserved populations
- Assist healthcare providers in prescribing drugs, ordering labs, recording treatment notes, as well as writing the history of present illness (HPI)
- Brief doctors about patient history and complaints before each visit

Patient Services Volunteer

- Help patients understand supplemental forms from doctor's visit, such as ultrasound referrals, pharmacy cards, and vaccination appointments
- Work with patients to schedule future appointments and specialist referrals
- Train new volunteers to operate the eClinicalWorks application to schedule for patients

Rhode Island Hospital, Inpatient Recovery Room Volunteer

Providence, RI | September 2022 - Present

- Prepare recovery rooms ahead of patient arrival from operation by stocking medical equipment, cleaning surfaces, and organizing bed and sheets
- Support patients through recovery process by seeing to their needs, such as providing sustenance, extra bedding, and helping them out of the hospital and to their rides.

Flushing Medical Center, Physician Shadower

Flushing, New York | June 2022 - September 2022

- Shadowed Dr. Qazi Haider, a primary care physician primarily serving Flushing's Southeast Asian population
- Experienced the day-to-day pace of a doctor's office, such as completing necessary paperwork required for each visit and balancing time between each visit during busy hours
- Learned to read comprehensive blood tests, including healthy ranges of blood sugar, cholesterol, and other biomarkers

SKILLS & INTERESTS

Technical Skills: Proficient in Microsoft Office, Matlab, Stata**Languages:** Working Proficiency in Mandarin**Interests:** Brazilian Jiu-Jitsu, Cycling, Hiking

EDUCATION

Brown University, Sc. B in Neuroscience, 4.0/4.0 GPA

Providence, RI | **Expected Graduation May 2025**

Relevant Courses: Intro to Neuroscience, Neurobiology, General Chemistry, Organic Chemistry, Microbiology, Healthcare in the US

Santa Teresa High School 3.98/4.00 GPA

San Jose, CA | Graduation: June 2021

SAT: 1510, Summa Cum Laude, Vietnamese Student Recognition, AP Scholars with Honors

RESEARCH EXPERIENCE

UCSF Movement Disorder and Neuromodulation Center, Research Intern

San Francisco, CA | June 2023-Aug 2023

- Processed and analyzed data using Python programming skills to identify and model learning and memory behaviors of a cognitive task conducted on Parkinson's patients
- Collaborated closely with post-docs and graduate students on research projects identifying biomarkers for clinical deep brain stimulation in Parkinson's Disease patients
- Explored relationship between self-rated sleep and physiological measures (eg: delta power) in patients implanted with DBS device

Laboratory for Behavioral and Cognitive Neuroscience, Research Intern

Stanford University | June 2022-Present

- Investigating the functional anatomy of the human insula through investigating causal effects of directed intracranial electrical stimulation (iES) and EEG recordings during experimental tasks
- Assisted in bedside administration of experimental tasks and intracranial electrical stimulations using interpersonal communication and data recording from hospital software
- Acquiring clinical shadowing experience through working alongside P.I. during outpatient clinical appointments.
- Presented at the 2023 International Brain Stimulation Conference and Cognitive Neuroscience Society Conference on functional and cytoarchitectural mapping overlap in the insula

Boykin Lab, Research Assistant

Brown University | Oct 2021- May 2023

- Studying algorithmic biases in definitions of fairness against groups of different races
- Creating study tutorial for participants to read and understand before participating in study
- Evaluating racial biases through fairness metrics in health care screenings

CLINICAL EXPERIENCE

Lifespan Outpatient Clinics, Phlebotomist

Providence, RI | April 2023- May 2023

- Prepared and collected blood samples using proper venipuncture and labelling techniques
- Registered lab forms in Epic system for patients getting blood work
- Work collaboratively with patients, healthcare providers and patient support departments to ensure a high quality of service

Phlebotomy Training Specialists, Certified Phlebotomy Technician

Santa Clara, CA | July 2022- Aug 2022

- CPT I certified after completely 60+ successful capillary and venipunctures and finishing 80 hours of combined classroom and external training.
- Demonstrated knowledge of medical terminology, infection control procedures, quality assurance support, and data entry and retrieval

Connect for Health, Advocate

Providence, RI | Jan 2022- Present

- Responsible for 5+ clients by assuring their basic health and social needs are met through connection to community resources
- Call clients weekly to assess needs and refer them to resources through Unite Us
- Work in hospital setting to connect new patients with Unite Us portal for receiving community resources

RESEARCH AWARDS AND CONFERENCES

Awards: Spring 2023 Undergraduate Teaching and Research Award - Algorithmic Bias in Health Care Decision Systems and Genomics

Summer 2023 LINK Award- Summer Research Internship with UCSF Movement Disorders and Neuromodulation Center

Poster Presentation: 2023 International Brain Stimulation Conference, 2023 Cognitive Neuroscience Society Conference - Overlap of functional and cytoarchitectonic maps in the human insula explored with intracranial EEG recordings and direct cortical electrical stimulation

SKILLS & INTERESTS

Technical Skills: Proficient in Adobe Creative Suites, Google Apps, Microsoft Office

Language: Bilingual proficiency in Vietnamese and English

Interests: baking, yoga, crocheting, watching sunsets, Asian cuisine, paddleboarding

EDUCATION

Brown University, Sc. B in Neuroscience, 3.91/4.0 GPAProvidence, RI | **Expected Graduation May 2025**

Relevant Courses: Physiology, Healthcare in the US, Intro to Neuroscience, Biochemistry, Neurobiology, Microbiology

Santa Teresa High School 3.98/4.00 GPA

San Jose, CA | Graduation: June 2021

SAT: 1510, Summa Cum Laude, Vietnamese Student Recognition, AP Scholars with Honors

CLINICAL EXPERIENCE

Lifespan Laboratory, Phlebotomist

Providence, RI | Nov 2022- Present

- Obtain venipuncture blood draws, maintain patient records, prepare and transport specimens for patients of all ages based on physician ordered tests
- Perform various functions associated with the electronic medical record system to assure proper collection and documentation of patient specimen

Connect for Health, Advocate

Providence, RI | Jan 2022- Present

- Responsible for 5+ clients by assuring their basic health and social needs are met through connection to community resources
- Call clients weekly to assess needs and refer them to resources through Unite Us
- Work in hospital setting to connect new patients with Unite Us portal for receiving community resources

Hasbro Children's Hospital, Emergency Department Volunteer

Providence, RI | Jan 2022- Present

- Assisted in mediating emergency department flow by ensuring patients are guided to various hospital locations, checked into the ED, and tools are cleaned in a respective manner
- Communicated with patients and families to create ease with inpatient appointment and emergency situations

Lumos Clinical Research Clinic, Intern

San Jose, CA | Aug 2022- Sept 2022

- Obtained blood samples through capillary and venipuncture and prepared blood-collecting equipment to ensure infection control
- Administered EKG while creating a professional and trusting environments for patients coming into the clinic as part of clinical research trials for psychiatric interventions.

Phlebotomy Training Specialists, Certified Phlebotomy Technician

Santa Clara, CA | July 2022- Aug 2022

- CPT I certified after completing 60+ successful capillary and venipunctures and finishing 80 hours of combined classroom and external training.
- Demonstrated knowledge of medical terminology, infection control procedures, quality assurance support, and data entry and retrieval.

SHADOWING EXPERIENCE

Stanford Neurology Clinic, Dr. Josef Parvizi

Stanford University | June 2022-Present

- Observed diagnosis, pathology, treatment (vagus nerve and Neuropace) for epilepsy patients entering the outpatient neurology clini

RESEARCH EXPERIENCE

Laboratory for Behavioral and Cognitive Neuroscience, Research Intern

Stanford University | June 2022-Present

- Investigating the functional anatomy of the human insula through investigating causal effects of directed intracranial electrical stimulation (iES) and EEG recordings during experimental tasks
- Assisted in bedside administration of experimental tasks and intracranial electrical stimulations using interpersonal communication and data recording from hospital software
- Acquiring clinical shadowing experience through working alongside P.I. during outpatient clinical appointments.
- Presented at the 2023 International Brain Stimulation Conference and Cognitive Neuroscience Society Conference on functional and cytoarchitectural mapping overlap in the insula

Boykin Lab, Research Assistant

Brown University | Oct 2021-Present

- Studying algorithmic biases in definitions of fairness against groups of different races
- Creating study tutorial for participants to read and understand before participating in study
- Evaluating racial biases through fairness metrics in health care screenings
- Recipient of Spring 2023 Undergraduate Research and Teaching Award (UTRA) to explore "Algorithmic Bias in Health Care Decision Systems and Genomics"

SKILLS & INTERESTS

Technical Skills: Proficient in Adobe Creative Suites, Google Apps, Microsoft Office**Language:** Bilingual in Vietnamese and English**Interests:** yoga, crocheting, sunsets, Asian cuisine, paddleboarding, concerts

Taylor Swift

69 Brown Street, Box #0000 | Providence, RI 02912 | taylor_swift@brown.edu | (123) 456-7890

EDUCATION

Brown University, B.A. Economics, Public Policy Track, GPA: 4.0 **Providence, RI | Expected Graduation May 2025**

- **Relevant Courses:** Intermediate Microeconomics, Statistical Inference, Intermediate Macroeconomics, Using Big Data

Coral Reef Senior High School, Full German International Baccalaureate Diploma, 5.26/4.00 GPA **Miami, FL | Class of 2021**

- **Awards and Test Scores:** SAT – 1510, IB Diploma – 44/45, AP Scholar with Distinction, Silver Knight Award Nominee

ANALYTICAL SKILLS

Germany Entrepreneurship Program, Hautfarben, Social Business Summer Intern **Berlin, Germany | June – August 2023**

- Drove expansion of Hautfarben's impact products into the US market through research, analysis, and performance marketing
- Contributed to e-commerce operations by optimizing inventory management, product listings, and order fulfillment
- Collaborated with the sales team to identify and onboard new retail partners, driving market penetration and revenue growth

Dean of the College, Undergraduate Teaching Assistant **Providence, Rhode Island | January 2023 - Present**

- Lead weekly discussion section and office hours regarding inclusive advising pedagogy
- Meet weekly with Deans of the College to analyze course feedback and aid in course development
- Moderate panels throughout the semester and assess student assignments

Ivy Film Festival, Events Team **Providence, Rhode Island | January 2022 – Present**

- Organize 4 annual events for the largest student-led film festival in the world (22+ schools) with guaranteed financial support to ensure all students' attendance
- Sustain and negotiate industry partnerships with A24 Entertainment, WarnerBros, Wall Street Journal, CAA, BeReal
- Coordinate panels, advanced screenings of feature films, and masterclasses with professionals in the industry

ORGANIZATIONAL AND COMMUNICATION SKILLS

Meiklejohn Peer Advising Program, Program Leader **Providence, Rhode Island | September 2022 – Present**

- Conduct training for 400 Meiklejohn Peer Advisors centered on inclusivity and individualized, student-centered advising
- Supervise, continuously support, and mentor 35+ Meiklejohn Peer Advisors who each provide academic and personal guidance for an advising group of 6 first-year students
- Direct and shape Brown's first-year advising program by collaborating with other committee members, the Dean of the College Office, university faculty advisors, and various on-campus student groups

Brown University CareerLAB, Welcome Desk and Space Coordinator **Providence, Rhode Island | September 2021 – Present**

- Staff the front desk, greeted and routed visitors, scheduled appointments, and managed incoming calls
- Facilitate industry events, handled confidential student and employer information, 8 hours per week

RESEARCH AND WRITING SKILLS

Opening the Archives, Research Assistant **Washington, D.C. | May 2022 – Present**

- Collaborate with a team of 11 undergraduate students in digitizing and indexing U.S. State Department documents on Brazil from 1963-73 to make them available to the public on an open-access website
- Develop skills in digital humanities and metadata by conducting archival research at the National Archive and Record Administration
- Indexing documents and inputting metadata from documents scanned during the summer for this calendar year in collaboration with graduate student mentors and the Brown Digital Repository

The College Hill Independent, Copy Editor, Social Media Manager **Providence, Rhode Island | December 2021 – Present**

- Edit newspaper articles before publication for minute grammatical and stylistic errors for a weekly literature/arts publication distributed to 2,000+ people in the Providence community
- Coordinate the Indy's daily social media presence, produce and post engaging Twitter, Facebook, and Instagram posts (article blurbs, announcements, retweets of other publications, staff writer highlights)
- Maintained online Indy profiles, worked with editors to determine a posting schedule, determined which articles to feature and what outside content to highlight; ensured that the Indy's work was visible

Post Magazine, Copy Editor **Providence, Rhode Island | September 2022 – Present**

- Copy-edited newspaper articles for Post Magazine, a weekly literature/arts publication under the Brown Daily Herald distributed to 4,000+ people including residents of Providence and Brown alumni

SKILLS, AND INTERESTS

- **Technical Skills:** Proficient in Microsoft Office Excel, PowerPoint, Adobe Creative Suite, WordPress, Canva, R
- **Language:** Bilingual proficiency in English and German
- **Interests:** *New York Times* Crossword Puzzles, *Goodreads* Book lists, biking, cooking, baking, dance

Bill Burr

69 Brown St, Box 0000 | Providence, RI 02912 | Phone: (815) 111-1111 | E-Mail: bill_bur@brown.edu

EDUCATION

Brown University, *B.A. International Relations, and English*, 4.0/4.0 GPA Providence, RI | **Expected Graduation May 2025**
Relevant Courses: Second-Year Arabic; Power, Knowledge, and Justice.
Plainfield East High School, 3.9/4.0 GPA Plainfield, IL | **Graduated May 2021**
Awards: National YoungArts 2021 Finalist, John Philip Sousa award

REFUGEE-CENTERED COURSEWORK

IAPA1700: Displaced: How Global Systems Shape Refugee Families Providence, RI | Spring 2023

- Applied Sociological methods to contemporary Refugee Studies, focusing on hyper legality as deterrence.
- Produced original research paper analyzing experiences of Syrian refugees in Germany.
- Researched and presented on how different Global North states shape the human potential of refugees.
- Studied various immigration policies and the bureaucratic challenges they present.

REFUGEE VOLUNTEERING

BRYTE, Tutor Providence, RI | Winter 2022-Present

- Tutor refugee youth in-home for 3 hours a week using lesson plans tailored to my tutee's needs aimed at developing my tutee's cultural understanding, English and Math skills.
- Communicate directly with refugee families in Arabic and English to coordinate tutoring sessions and outings.
- Encourage tutee's interests and engagement within community by planning enrichment activities.

LEADERSHIP EXPERIENCE

Class Coordinating Board at Brown, Secretary Providence, RI | Fall 2022- Present

- Organize files and logistics to plan 7 events for Class of 25 and 1 campus-wide event with attendances ranging from 300 to 2000 students.
- Correspond with relevant vendors, services, and community members to plan logistics and finances for events.
- Drafted 5 event applications after navigating dense university paperwork.
- Maintained records of relevant documents and wrote clear meeting notes.

Brown Department of Computer Science, Teaching Assistant Providence, RI | Fall 2022

- Analyzed over 100 students' code for errors while grading and debugging to give feedback.
- Created 2 documents outlining norms for effective collaboration and navigating JavaDocs.
- Taught and mentored 2 sections of 16 students, explaining different tracks and resources within the department.
- Simplified and explained computing concepts in weekly office hours by whiteboarding examples and talking through problems.

RESEARCH PROJECTS

IAPA110: Intro to Public Policy: Policy Advocacy Research Project Providence, RI | Fall 2021

- Researched Senator Duckworth's ideology, voting record, election history and constituent beliefs for a semester-long project aimed at proposing a current bill.
- Engaged in oral and written persuasion by creating sample ads in Photoshop targeting key constituents and writing an elevator pitch.
- Analyzed constituent data and trends to create a stance prediction; modeled policy issue data with Excel to create clear graphic representations.

SKILLS & INTERESTS

Technical Skills: Modeling Data with R, Coding in Java, Proficient in Microsoft Office, Adobe, Google Apps.
Language: Limited working proficiency in Arabic.
Interests: Stand-up comedy, Grassroots Activism, Food Science

Odette Annable

Providence, RI 02912 | Phone: (000) 000-0000 | E-Mail: odette_annable@brown.edu | she/they

EDUCATION

Brown University, GPA: 3.93/4.0

Providence, RI | Expected Graduation May 2024

- Honors Candidate for A.B. in International and Public Affairs on the Policy and Governance Track and Data Fluency Certificate
- Select Coursework:* Political Communications, Visual Art Studio Foundation, Statistics for Social Research, Ethnographic Research Methods

PHOTOGRAPHY AND COMMUNICATIONS EXPERIENCE

Office of Rhode Island Lieutenant Governor Sabina Matos

Seasonal Special Assistant

January 2023 – May 2023

Policy Intern

January 2022 – May 2022; September 2022 – December 2022

- Captured professional-quality images of the Lt. Governor and Governor at events throughout Rhode Island
- Edited images with less than 24-hours turnaround, considering setting and mood in all editing choices
- Wrote legislative correspondence for official government websites and social media to communicate the Lt. Governor’s priorities to other legislatures and the public

Brown University Alpha Chi Omega

Public Relations and Marketing Chair

December 2021 – August 2022

- Curated images and videos of the chapter to show a strong sense of community to external audiences on campus
- Captured photos and videos of chapter events
- Edited short-form videos for TikTok and longer-form videos for recruitment events
- Grew Instagram account following by 200+ and improved engagement by 450%

The Policy Lab at Brown University

Communications and Events Intern

May 2021 – December 2021

- Generated ideas, wrote captions, and created graphics for 4+ social media posts per week to present The Lab’s work in an accessible manner to stakeholders
- Followed The Lab’s style guide while being creative with content forms to improve engagement
- Led promotional efforts for events to the University and greater Providence community
- Drafted and designed content for the organization's quarterly newsletter using Mailchimp

The Greater Good Initiative

Director of Media Outreach

September 2020 – January 2022

Strategy Fellow

January 2021 – May 2021

September 2020 – January 2021

- Wrote press releases and op-eds highlighting the organization’s policy releases and other milestones
- Led outreach campaigns to raise awareness and share the organization’s work with news organizations
- Designed social media graphics and wrote captions explaining policy topics to the general public

SKILLS & INTERESTS

Social Media Apps: Facebook, Instagram, YouTube, X (Twitter), TikTok, LinkedIn
Programs: Adobe Lightroom, Adobe InDesign, Adobe Premiere Pro, Canva, iMovie
Interests: French horn, music theory, dyeing hair, make-up, interior design, plants

Odette Annable

Providence, RI 02906 | Phone: (000) 000-0000 | E-Mail: odette_annable@brown.edu | she/they

EDUCATION

Brown University, GPA: 3.93/4.0

Providence, RI | Expected Graduation May 2024

- Honors candidate for A.B. in International and Public Affairs on the Policy and Governance Track and Data Fluency Certificate
- Selected Coursework:* Management and Implementation in Public and Non-Profit Organizations; Data Science Fluency; Statistics for Social Research; Gender and Public Policy; Political Communications
- Campus Involvement:* Peer Career Advisor, Undergraduate Representative to the Public Education Committee, Beauty and the Beats A Cappella, Brown University Orchestra, Fashion@Brown

PUBLIC POLICY AND POLITICAL EXPERIENCE

Government Accountability Office

Congressional Relations Intern

June 2023 – August 2023

- Conduct research for the Congressional Relations Managing Director and the Comptroller General, including on debt limit reform policy introduced in Congress or critiques of other Congressional agencies
- Develop a new format for the Congressional engagement tracking system to optimize tracking capabilities
- Lead development of a course for congressional staffers providing an overview of federal contracting
- Analyze GAO engagements to provide data for advisors to use in Congressional meetings

Office of Rhode Island Lieutenant Governor Sabina Matos

Seasonal Special Assistant

January 2022 – May 2023
January 2023 – May 2023

- Track and code 30+ pieces of legislation introduced each week in the General Assembly, flagging bills that align with the Lt. Governor’s priorities for Senior Advisors
- Compose written testimony for the Lt. Governor for bills proposed in the General Assembly
- Attend weekly policy briefing meetings with the Governor’s policy team as the office’s representative
- Staff the Lieutenant Governor at events in the Rhode Island community, ensuring she has all materials and information necessary to successfully engage with the public

Office of United States Senator Maggie Hassan

Legislative Intern

June 2022 – August 2022

- Wrote research memos for legislative staff on policy topics including reproductive justice, the military, veteran’s affairs, and international relations
- Attended Congressional committee hearings and reported back on relevant details to the office
- Worked with the office’s scheduling team to file meeting and event requests for the Senator
- Responded to 200+ constituent inquiries per week including phone calls, voicemails, and faxed petitions

The Greater Good Initiative

Chief of Staff

September 2020 – January 2022
May 2021 – January 2022

- Lead administrative officer and personnel manager for a 150+ member youth-led, public policy think tank
- Wrote and implemented internal policies, including standards of engagement and productivity for staff
- Led weekly leadership team meetings to discuss policy roadblocks and helped determine solutions
- Managed onboarding and offboarding procedures and mediated conflicts between personnel

SKILLS & INTERESTS

Technical Skills: Python, Stata, Social Media Apps, Canva, Adobe InDesign
Interests: French horn, music theory, dyeing hair, make-up, interior design, plants