

JOE D. INTERN

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EDUCATION

Appalachian State University, Boone NC Fall 20xx-present
Bachelor of Science, Biology
Concentration: Ecology, Evolution and Environmental Biology
Overall GPA: 3.4

RELEVANT SKILLS AND COURSEWORK

- Knowledge of lab techniques including electrophoresis and media preparation
- Ability to follow detailed operating procedure and protocols with minimal supervision
- Organizational ability demonstrated in efficient and accurate supply orders
- Experience with lab instrument and equipment maintenance
- Oral and written communication skills developed laboratory and work environments
- Data entry and analysis on Excel database

WORK EXPERIENCE

Appalachian State University, Boone NC September 20xx-present
Food Services

- Acquire skills in customer service, team work, and organization by providing service to ASU students, faculty, staff and guests
- Trained 2 new employees on daily operations including....

Applebee's, Raleigh NC September 20xx-April 20xx
Hostess

- Provided an inviting atmosphere to customers by greeting and answering questions
- Trained 2 new employees on job responsibilities including...

VOLUNTEER EXPERIENCE

American Heart Association, Raleigh NC Summers 20xx-present

- Recruit 20 local companies for annual events such as....
- Write newsletters regarding health awareness issues including....
- Conduct and participate in health fairs to educate public on factors contributing to heart disease

LEADERSHIP & INVOLVEMENT

Member, Biology Student Association August 20xx – present
Student Health Advisory Board January 20xx-present
Member, Appalachian State University Track Team August 20xx-present