

# ***Pre-Med L. Jones***

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## **EDUCATION**

### ***Bachelor of Science Cell and Molecular Biology***

Appalachian State University, Boone, NC

May 20xx

GPA: 3.8

Syracuse University London Program, Study Abroad

Fall 20xx

## **HONORS AND AWARDS**

Chancellors List: 3 semesters

Dean's List: 5 semesters

Greek Scholarship

Gamma Beta Phi Honors Society

20xx-present

Appalachian Service and Leadership Excellence Award

Fall 20xx

## **RELATED EXPERIENCE**

### ***Patient Assistant***

NORTH EAST EAR, NOSE, AND THROAT, Boone NC

September 20xx-present

- Prepare patients for appointments by...
- Trained to draw blood and perform various hearing tests
- Maintain patient chart records including...

### ***Rural Clinic Volunteer***

SOLID ROCK MISSIONS, Dominican Republic

Summers 20xx-20xx

- Assisted during surgical procedures by...
- Provided care and support in recovery room by...
- Took blood pressure and dispensed medication

### ***Patient/Administrative Assistant***

COPPERFIELD OBGYN, Concord, NC

Summers 20xx-20xx

- Presented warm atmosphere to patients by....
- Maintained patient records and organized file room to ensure...
- Prepared charts and records including..
- Compiled insurance reports to...

## **RESEARCH EXPERIENCE**

### ***Research Assistant***

BIOLOGY DEPARTMENT, Appalachian State University, Boone N

September 20xx-present

- Collaborate with molecular biologist to complete DNA isolation on...
- Conduct field collection in...
- Performed literature searches and planning by..
- Executed experiments including....
- Analyzed results with...
- Documented results...

## WORK EXPERIENCE

### **Lab Assistant**

BIOLOGY DEPARTMENT, Appalachian State University, Boone NC

September 20xx-present

- Collaborated with a team of scientists to assist with experiments including...
- Independently maintained and calibrated lab equipment
- Ordered supplies for laboratory and monitored inventory

## VOLUNTEER EXPERIENCE

### **Crisis Line Intern/Volunteer**

OPPOSING ABUSE WITH SERVICE, INFORMATION AND SHELTER (OASIS), Boone NC, September 2011-May 2012

*Oasis is a nonprofit organization that provides services and support for victims of family violence and sexual assault.*

- Complete on-going training in risk assessment and counseling for crisis hotline
- Provide crisis intervention, referrals to other community services and information about the legal system to victims of domestic violence
- Educate the community about OASIS through outreach presentations to religious affiliated programs, schools and various organizations
- Recruited and trained 5 crisis line volunteers

### **Elementary tutor**

BLOWING ROCK SCHOOL, Blowing Rock NC

September 20xx-May 20xx

- Mentored 10 students one on one and in groups by...
- Clarified objectives in math, letters, and reading through...

## LEADERSHIP EXPERIENCE

### **President**

SIGMA KAPPA SORORITY, Appalachian State University, Boone NC

Fall 20xx-present

- Preside over all meetings, develop yearly \$20,000 budget and approve all expenditures
- Appoint and advise all committee chairs
- Correspond with National Fraternity and Alumni regularly

### **Philanthropy Chair**

Fall 20xx-Spring 20xx

- Coordinated various fundraising events for the Brian Piccolo Cancer Foundation, Gallaudet University, and the House Ear Institute
- Implemented individual volunteer hour requirement and secured 30 volunteers for each event
- Promoted mission of organizations and motivated sisters about involvement by..

## PROFESSIONAL MEMBERSHIPS

Member, American Biological Society

Fall 20xx-present

Member, Cell Biology Round Table Group

Fall 20xx-present

## PRESENTATIONS

Presenter, XYZ topic, Consortium for Cell and Molecular Biology, Roanoke VA

October 20xx

Presenter, XYZ topic, American Biological Association

20xx-20xx