

First Name Last Name

100 4th Avenue
New York, NY 10000

555-555-5555
firstlast@email.com

Education: **Hunter College, City University of New York**
Bachelor of Science in Accounting, Expected January 2021
Minor: Computer Science, GPA 3.65
CPA track - 150 credit hours completed by August 2020

Warminsko - Mazurski University, Poland
Major: Russian and German Languages, March 2014

Honors: Dean's List Fall 2018 to Spring 2019, Accounting Society Recognition of Merit Spring 2019

Experience:

9/2018 - Present

Accounting Assistant

Sigerson Morrison, New York, NY

- Process accounts payable and accounts receivable transactions
- Generate reimbursements for travel and business expenses
- Match, code, and enter invoices into QuickBooks
- Update financial statements for month end close
- Handle journal entries related to revenues and expenses
- Analyze monthly budget and compare to actual financials
- Summarize information and create spreadsheets using Excel to analyze data
- Assist manager in processing payroll using ADP

7/2016 - 9/2018

Corporate Tax Intern

GE Capital, Stamford, CT

- Assisted in the preparation and filing of state corporate tax returns by using software such as Vantage Tax and Oracle
- Updated and organized information prior to and following the filing of returns in state and federal file rooms
- Exposed to specific tax adjustments and laws in various states
- Created Excel spreadsheets

9/2015 - 6/2016

Volunteer English Teacher/Tutor

The Learning Center, New York, NY

- Taught lessons in English grammar and conversation
- Handed out assignments and corrected homework
- Compiled list of reading material and workbooks

Activities:

9/2019 - Present

New York State Society of CPA's

2/2018 - Present

Hunter College Accounting Society

10/2017 - Present

Hunter College Polish Club

Language Skills: Fluent in Polish and Russian, Conversational German

Computer Skills: Microsoft Word, Excel, PowerPoint, QuickBooks, Vantage Tax, Oracle and Internet Research

References Available Upon Request

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100 4th Avenue, New York, NY 10000 555-555-5555 firstlast@email.com

Objective

Seeking a Staff Accounting position in a corporate and professional environment

Education

Hunter College, City University of New York

Bachelor of Science in Accounting

Expected August 2021

Skills

Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, QuickBooks, FTP Programs, HTML, and Windows XP; type 100 wpm

Accounting Experience

VITA Income Tax Returns, New York, NY

1/2019-present

Volunteer Tax Preparer

- Prepare simple to complex tax returns for individuals or small businesses
- Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum
- Furnish taxpayers with sufficient information and advice to ensure correct tax form completion
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns

Additional Experience

Film Emporium, New York, NY

7/2019-present

Office Services / Marketing Assistant

- Handle busy phones and greet individuals and corporate clients
- Manage and oversee price changing, invoicing, and accounts payable/receivable using QuickBooks
- Manage and update database to track film and insurance applications
- Solicit new client leads and assist customers with purchasing products
- Stock supplies in inventory room and order new supplies as needed
- Scan documents, fax extensive paperwork, and make copies for the CEO

Hunter College, New York, NY

8/2018-6/2019

Bursar Department Assistant

- Provided administrative support for Bursar Coordinator
- Handled busy phones, answered staff and student inquiries relating to payments and charges
- Responsible for check and credit card payments and refunds for students on phone, in person, and online, and handled cash related payments
- Utilized Excel to create deposit summary reports of payments
- Handled accounts payable, receivable, payroll, and invoice processing
- Filed student records and organized office

Affiliations

Member of Hunter College Accounting Society

2/2018-present

First Name Last Name

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EDUCATION

Hunter College, City University of New York

Bachelor of Arts in Sociology, GPA 3.64 – Expected June 2020

Relevant Coursework:

Child Welfare
Sociology of the Family

Children and Public Policy
Qualitative Research Methods

EXPERIENCE

Child Care Provider **AdventureTime Day Care**

New York, NY — June 2018 - Present

- Observe and monitor play activity of children ages 2 to 5 to ensure a safe and comfortable environment
- Support children's emotional and social development through structured cooperative games and activities
- Select appropriate stories, read, and ask questions during story time to maintain child engagement
- Record daily observations of individual children, noting participation level, emotional status, meal intake, and hygiene
- Communicate with parents and guardians about day care activities and behavioral or health issues
- Maintain a consistently sanitary play space for children
- Perform general administrative tasks such as recording attendance, communicating with current and potential clients, and completing inventory requests

Private Child Care

New York, NY — September 2017 - June 2018

- Provided safe and attentive care to two children, ages 6 and 8, escorting them from day school
- Supervised and assisted children with homework and provided educational activities to encourage positive development and work habits
- Prepared and served nutritional snacks and meals according to family schedule
- Instructed children in positive behavior and healthy personal habits
- Monitored for emotional, behavioral, and health issues and informed parents when necessary

SKILLS

Well-versed in Microsoft Office Suite (Word, Excel, PowerPoint)

Fluent in Spanish

References Available Upon Request

First Name Last Name

100 4th Avenue, New York, NY 10000

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github.com/first/last

EDUCATION

Hunter College, City University of New York

Bachelor of Arts in Computer Science, Expected 1/2020

Major GPA: 3.5

TECHNICAL SKILLS

Program Languages: C/C++, Java, Perl, VHDL, Scheme

Operating Systems: Windows 7, 8, DOS, UNIX, Mac OS

Software Packages: Microsoft Visual Studio, JDeveloper, MySQL, MatLab, Max+Plux, Dr. Scheme, DreamWeaver, Adobe GoLive, FrontPage, iMovie

Additional: Microsoft Excel, Word, Access, PowerPoint, CompRater, ProRater, Regular Expression, Turin Machine, Finite State Machine

RELEVANT COURSE PROJECTS

Software Engineering: Led a team in the implementation of online computer store

Database System: Independently created a database system for insurance agencies

Hardware Design: Contributed to the development of multi-cycle CPU

INTERNSHIP EXPERIENCE

CUNY IT Specialist Internship Program – Applications Intern

9/2019 - 12/2019

NYC Dept. of Health & Mental Hygiene

New York, NY

- Modified existing software to correct errors and adapt to new hardware
- Developed and directed software system testing and validation procedures, programming, and documentation
- Conferred with systems analysts, engineers, and programmers to design system
- Obtained information on project limitations and capabilities, performance requirements, and interfaces for evaluation and improvement

WORK EXPERIENCE

Insurance Agent

1/2020 - Present

Smart Way Insurance Brokerage Group

New York, NY

- Assist in the implementation of computer and network system for new location
- Report claims to insurance companies and follow up with clients
- Facilitate in-person and online insurance policy sign-ups for auto, home, and commercial insurance

Computer Lab Assistant

2/2019 - 12/2019

Hunter College, City University of New York

New York, NY

- Provided desktop support for student computer lab with 50 stations
- Diagnosed and repaired various computer hardware and peripheral problems
- Trained students in computer applications, including Adobe GoLive, Mac OS, and Java

References Available Upon Request

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EDUCATION

Hunter College, New York, NY
Bachelor of Arts, Computer Science
GPA: 3.5, Dean's List

Expected 6/2021

Medgar Evers College, Brooklyn, NY
Associate of Science, Computer Science
GPA: 3.1

Graduated 6/2019

SKILLS

Programming: C++, Java, Oracle SQL, HTML

Technical: XML / JSON

Developmental: Git, Android Studio

Software: Adobe Photoshop, AutoCAD, Microsoft Office Suite

Operating: Windows, Linux, MAC

Language: Conversational Mandarin

SPECIAL PROJECTS

Hunter College Computer Science Department

Database Design

2/2020-5/2020

- Implemented a database application using Oracle SQL Plus after collecting and organizing the relations between real time data

MTA Project

9/2019-12/2019

- Created and maintained an app for receiving MTA service updates using Android Studio
-

EXPERIENCE

IT Intern, New York City Department of Education, New York, NY

1/2020-Present

- Ensure that LCD projectors, smart boards, and other related audio/video equipment are functioning
- Troubleshoot hardware and software problems in conjunction with DOE Help Center and technology staff
- Provide technical assistance to over 500 students and staff in computer labs and classrooms

IT Tech Support, Hewitt Solutions, Brooklyn, NY

2/2019-Present

- Provide staff support for simple to complex technical problems in all aspects of IT
- Detect, troubleshoot, and resolve performance, security, and integrity issues
- Maintain technology equipment inventory
- Perform regular maintenance on 35 PCs
- Install, configure, and maintain software applications, including anti-malware software

References Available Upon Request

First Name Last Name

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Certification: Students with Disabilities (1-6) and Childhood Education 1-6

EDUCATION

Hunter College, City University of New York

Bachelor of Arts in Childhood Education (QUEST)

Honors: Dean's List Spring 2017- Fall 2019, GPA: 3.78

Expected May 2020

LEADERSHIP AND AWARDS

Kappa Delta P: International Honor Society in Education

Golden Key International Honor Society

Child Advocacy Leadership Program

National Council for Exceptional Children

PROFESSIONAL EXPERIENCE

I Teach Elementary School, Brooklyn, NY

January 2020 to Present

Fifth Grade Student Teacher

- Assist in the instruction of fifth grade mainstream classroom
- Create interactive lessons in English Language Arts, Mathematics, and Science
- Collaborate with Special Education teachers and administrators to plan and create lessons while adapting to students' needs
- Develop a strong mentoring relationship with students which helps with classroom management and behavior
- Conduct focus group projects to increase grades on ELA state examination
- Implement positive reinforcement system to maintain structured and pleasant classroom environment
- Independently led class for a two-week period

Accord Magnet School, Brooklyn, NY

September 2019 to December 2019

Second Grade Student Teacher

- Assisted in the instruction of second grade inclusive classroom alongside special education teacher
- Planned lessons in English Language Arts, Mathematics, and Social Studies
- Adapted and modified materials, lessons, and assessments
- Managed classroom activities, transitions, and behavior

COMMUNITY INVOLVEMENT

Environmental Education Center YMCA, Brooklyn, NY

June 2019 to August 2019

Counselor

- Participated in everyday camp activities while teaching about the environment
- Assisted in the management of on-site and off-site camps, which included leading campers to Barnegat Bay, New Jersey for instruction in marine ecology
- Instructed fourth grade school groups in wetlands lessons

Children's Heart Federation, London, England

July 2018 to August 2018

Volunteer

- Researched future child health education initiatives and planned fall retreat
- Executed a variety of advocacy programs aimed at raising money for the foundation
- Observed United Kingdom Parliamentary meetings and reported findings to staff

SKILLS

Conversational Spanish, Italian, and Arabic

Proficient in Microsoft Word, PowerPoint, Excel, Mac and PC proficient, Smartboard

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EDUCATION

Hunter College, City University of New York

Master of Arts in TESOL (Teaching English to Speakers of Other Languages) - Expected 5/2020

University of Washington, Seattle, WA

Bachelor of Arts in English, Minor in Italian - 5/2016

Study Abroad in Florence, Italy, Spring 2014

TEACHING EXPERIENCE

Self Employed, Greater New York City Area

9/2019 – Present

Private Tutor

- Develop individualized lessons for school-aged students that target grammatical and lexical aspects of the English language
- Engage students in critical thinking exercises and improve saliency of information through communicative approaches
- Regularly assess students' understanding and progress through pre and post lesson practice to inform classroom instruction

Horace Mann School, New York, NY

9/2018 – 5/2019

Student Teacher

- Completed 300 hours of supervised teaching
- Provided extra assistance to English language learners individually or in small groups to support students in increased understanding of class material
- Collaborated with instructor to devise various communicative activities
- Assisted teacher with all aspects of classroom management, enforcing administrative policies and procedures
- Communicated students' weekly progress, performance notes, and materials to be reinforced at home with parents

Italian Ministry of Education, Florence, Italy

10/2017 – 6/2018

Assistant English Teacher

- Instructed high school students in the understanding and use of conversational and written English
 - Participated in school activities such as the school magazine, cultural field trips, and Italian-English/English-Italian translations
 - Privately tutored youth and adults in English language and conversation
-

ADDITIONAL EXPERIENCE

Office of Advising at Hunter College, New York, NY

12/2018 – Present

Peer Advisor

- Assist first-year and senior citizen students with registration
 - Lead student orientations once per semester to help familiarize students with campus facilities and culture
 - Develop and present workshops for academic success on topics such as healthy habits and study skills
 - Counsel students on their academic paths and act as a resource for other campus information
-

SKILLS

Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Google Docs, Adobe Illustrator

Fluent in Korean, Conversational Italian

COMMUNITY INVOLVEMENT

Reading Buddy, New York Cares, New York, NY, 6/2019 – Present

Volunteer ESL Tutor, Harlem RBI, Bronx, NY, 3/2018 – 9/2018

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EDUCATION

HUNTER COLLEGE, CITY UNIVERSITY OF NEW YORK

Bachelor of Arts in Film and Psychology

Expected May 2020

Honors: Dean's List Spring 2018 to Spring 2019, GPA: 3.6

EXPERIENCE

FILM ACADEMY DAY CAMP, Mount Kisko, NY

June 2019-Present

Senior Camp Counselor/ Videographer

- Plan, lead, and implement camp programs and experiences for young campers
- Oversee the general safety, development, growth, and skill achievement of participants
- Guide campers through planning, developing, and producing one minute weekly videos for parent viewing using Sony Vegas
- Scripted and directed an inspirational film focused on themes of kindness that educates young campers about the importance of donating to those in need
- Created 5 minute camp promotional video using Final Cut Pro

MOBILE BROADCAST NETWORK, New York, NY

October 2018-May 2019

Intern

- Created original concepts for studio projects and commercials for the marketing department
- Organized and assisted backstage studio productions for 3 short films and 2 live broadcasts
- Transcribed video interviews for writers and producers and inspected dubs for audio errors

ELITE CREATIVE, Union City, NJ

May 2016-August 2018

Account Executive

- Coordinated the development of promotional consumer concepts and other creative campaigns of 3 accounts while working with brands to enhance their development and representation
- Developed effective working relationships with clients, ensuring all requirements are met by working closely with media planners, buyers, copywriters, designers and other staff
- Periodically reported to the account director on the condition of the client-agency relationship and plans to improve it

SKILLS

Computer: Microsoft Office (Outlook, Word, Excel, Power Point), Adobe Premier Pro, Sony Vegas, Final Cut Pro, Adobe After Effects

Languages: Fluent in Polish and Russian

FIRST NAME LAST NAME

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EDUCATION

Hunter College, City University of New York

Bachelor of Arts, Psychology

GPA: 3.45, Dean's List Spring 2018-Fall 2019

Expected 5/2021

INTERNSHIP EXPERIENCE

Human Resources Intern

Asher Group

Leading industrial design firm headquartered in New York City

2/2020-Present

New York, NY

- Maintain and update employee files and training records
- Process newly recruited and terminated employee files
- Assist interviewing committee with scheduling and confirming eligible candidates
- Prepare reports as needed by the HR Coordinator and HR Assistant Manager
- Support the recruitment process of all non-exempt and exempt positions, including posting job openings, scheduling, sourcing, and managing applicants through the OpenHire applicant tracking system
- Compile insurance information for staff

ADDITIONAL EXPERIENCE

Receptionist

Suvorov Tiles, Inc.

8/2018-Present

Brooklyn, NY

- Produce reports using advanced Excel spreadsheet functions
- Answer and manage incoming and outgoing calls, and record accurate messages
- Assist management to streamline hiring process, including orienting new employees to procedures and job roles
- Communicate with vendors and clients verbally and in writing to schedule appointments and answer detailed inquiries about products and services
- Take meeting minutes at company meetings and promptly distribute to staff
- Assist senior staff with planning and production of open houses and trade expos

Sales Associate

Ann Taylor

10/2017-8/2018

Brooklyn, NY

- Provided exceptional client service and formulated client relationships
- Worked with sales goals to achieve and maintain profitability
- Pitched and sold loyalty/credit cards to clients
- Collaborated with management to consistently uphold the store according to visual merchandising standards

SKILLS

Language: Fluent in Russian

Computer: Advanced Microsoft Word, Excel, Outlook, Access, PowerPoint; OpenHire

VOLUNTEER & LEADERSHIP

Member, Psychology Club at Hunter College 10/2019-Present

Vice President, Russian Club at Hunter College 9/2018-Present

Volunteer, Boys and Girls Club of America, Brooklyn, NY 3/2016-12/2018

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EDUCATION

Hunter College, The City University of New York
Bachelor of Arts in Psychology, Expected June 2020
Minor: Media Studies, GPA 3.4, Dean's List Spring 2018

EXPERIENCE

10/18 to 10/19

Morryde International, Inc., New York, NY

Administrative Assistant

- Answered multi-line phones, distributed incoming and outgoing mail
- Ordered office supplies and stocked inventory
- Used visual citrix software to retrieve information on customer orders
- Filed shipping tickets and other related documents
- Ordered lunch and attended to clients coming in for service
- Reconciled petty cash for office expenditures

1/17 to 5/18

Metropolitan Optometric Associates, Inc., New York, NY

Optometric Technician

- Trained patients on how to use and care for their contact lenses
- Pre-screened patients on exam visits utilizing computerized equipment (tonometer, auto-refractor, visual field, retinal camera, eye chart projector)
- Filed and prepared charts for patient consult, insurance verification
- Submitted contact lens orders and handled patient inquiries
- Confirmed and scheduled appointments using log book
- Reconciled transactions and ran credit card report

1/16 to 12/16

Mt. Sinai School of Medicine, New York, NY

Medical Records Clerk/Office Assistant

- Copied medical records and retrieved x-rays for surgical cases
- Filed and prepared charts for patient consultations and verification of medical insurance
- Researched medical reports accessing the main frame (IDX, IBAX)
- Handled incoming, outgoing mail and inventory of office supplies
- Translated and ordered prescriptions for patients

ACTIVITIES

Member of Hunter College Student Government, 2018-2019

SKILLS

Knowledge of IBM systems, Windows 98/2000/XP/10, Microsoft Office (Excel, Word, Power Point, Access, Outlook), Corel Draw, Internet Research, Stars Net software, Lotus Notes; Fluent in Spanish

References Available Upon Request

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New York, NY 10000
(555) 555-5555 firstlast@email.com

EDUCATION

City University of New York, Hunter College

Bachelor of Arts in Media Studies

Expected June 2020

GPA 3.76, Dean's List Spring 2018

Relevant Coursework:

Nonfiction Film and Video, Mass Communications and the Law, Propaganda and the Media

EXPERIENCE

A Plus Grilling Tools, Queens, NY

January 2020 – Present

Marketing Intern

- Develop and implement demand creation campaigns to promote new and established products to targeted markets
- Conduct market research to improve product marketing tactics
- Conduct market surveys to define target audience and construct forecasts and budgets
- Assist in the management and tracking of inventory for use in marketing analysis

HealthFirst, Inc., New York, NY

May 2016 – December 2019

Member Services Representative

- Communicated over the phone with current and prospective members about plans and services and made recommendations based on needs
- Performed member and vendor customer service, resolving customers' concerns through effective communication and analytical skills within company guidelines
- Developed excellent time management skills and ability to prioritize tasks

SKILLS

Microsoft Office Suite (Word, PowerPoint, Excel)

STATA (Data Analysis and Statistical Software)

Fluent in Russian

FIRST NAME LAST NAME
100 4th Avenue, New York, NY 10000
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Email: sss@aol.com

EDUCATION

Hunter College, City University of New York
Bachelor of Science in Nursing, Expected: June 2020
GPA 3.46

EXPERIENCE

Weill Cornell Medical Center, New York, NY September 2019 to Present
Preceptorship- Renal Unit

- Perform physical assessments on patients
- Assist preceptor in caring for patients with ileostomies, PEG, centrally inserted catheters, and Ileal conduits
- Administer medications by various routes
- Document patient assessment information in computer

St. John's Hospital, Flushing, NY February 2019 to August 2019
Student Extern, Medical Surgical Unit

- Collected ongoing patient data, documented and reviewed findings with preceptor, including TPR, BP, height and weight and pain score
 - Collaborated with preceptor in the development and updating of interdisciplinary plan of care
 - Assisted with patient admissions, transfers, and discharges
 - Assisted patient with activities of daily living such as bathing, eating, toileting, and oral hygiene
 - Collected and labeled specimens
 - Performed blood glucose checks
-

AFFILIATIONS

Sigma Theta Tau International Honor Society of Nursing
National Student Nurses Association (NSNA)
National Black Nurses Association (NBNA)

References Available Upon Request

First Name Last Name, LPN

100 4th Avenue, New York, NY 10000
(555) 555-5555 firstlast@email.com

Education

Hunter-Bellevue School of Nursing – City University of New York
Bachelor of Science in Nursing, GPA: 3.6

Expected 6/2020

Queensborough Community College – City University of New York
Associate of Applied Science in Nursing, GPA: 3.2

6/2017

Licensure and Certifications

New York State Licensed Practical Nurse, License #123456-7

American Heart Association CPR (BLCS) Certification, Expires 6/2020

American Heart Association Pediatric Advanced Life Support, Expires 8/2020

Technical Skills

Working knowledge of HCS eMAR, Chem Rx, Allscript, Cerner, eClinicalWorks

Languages

Fluent in Spanish, Conversational Mandarin

Experience

Licensed Practical Nurse, Mount Sinai Hospital, New York, NY

11/2019 – Present

- Administer prescribed medications and start intravenous fluids, noting times and amounts on patient charts
- Measure and record patient vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration
- Communicate with patients and their families regarding care plan

Clinical Rotations

Medical-Surgical Unit, Jamaica Hospital, Queens, NY

9/2019 – 12/2019

Completed 120 hours

- Assisted with IV medications and blood transfusions for a diverse population

Community and Public Health, Carter Burden Center for Aging, New York, NY

5/2019 – 8/2019

Completed 60 hours

- Analyzed and implemented health promotion strategies for geriatric patients

Maternity and Child Health, Metropolitan Hospital Center, New York, NY

5/2019 – 8/2019

Completed 96 hours

- Provided support during the antepartum, intrapartum, postpartum, and neonatal stages by monitoring the mother and baby's heart rate

Adult Psychiatric Unit, Elmhurst Hospital, Queens, NY

1/2019 – 4/2019

Completed 120 hours

- Designed, monitored, and evaluated evidence-based patient-specific pharmacotherapy regimens for diverse adult patients

Fundamentals of Nursing, Elmhurst Hospital, Queens, NY

8/2018 – 12/2018

Completed 96 hours

- Charted vital signs and assisted with assessments for 14 patients

Affiliations

Hunter-Bellevue Student Nurses' Association, 12/2018 – Present

National Student Nurses Association, 4/2018 – Present

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LICENSURE & CERTIFICATION

Registered Nurse, New York State License #55555, 7/2019

BLS for Healthcare Providers, American Heart Association, 12/2019-12/2021

EDUCATION

Bachelor of Science in Nursing | Expected 12/2020

Hunter-Bellevue School of Nursing, City University of New York

Associate of Applied Science in Nursing | 6/2019

Queensborough Community College, City University of New York

- Eva Bobrow Nursing Scholarship Recipient, 9/2018 & 2/2019
- Phi Theta Kappa International Honor Society, 2/2019 – 5/2019
- Nursing Peer Mentor, 9/2018 – 6/2019
- Student Nurses Association, 1/2018 – 6/2019

CLINICAL EXPERIENCE

VA St. Albans Community Living Center, *Geriatric Rotation*

Parker Jewish Institute Adult Day Health Care, *Community Rotation*

World Journalism Preparatory School, *Service-Learning*

- Conducted an interactive reproductive health lesson for 7th and 8th graders

EXPERIENCE

Senior Nursing Tutor | Queensborough Community College | 9/2018 - Present

- Conduct individualized and group tutoring sessions in college-level nursing, anatomy and physiology, microbiology, psychology, and sociology courses
- Adapt student-centered sessions for the academically gifted, those with various learning disorders, emotional and behavioral disorders, and English language learners

Account Coordinator | Bridge Global Strategies | New York, NY | 9/2017 - 8/2018

- Reached out to and fostered professional relationships with key media outlets on behalf of clients
- Conducted market research for potential new clients
- Wrote press releases, pitch letters, website copy, and biweekly posts for the company's blog
- Managed the internship program, from hiring to training

SKILLS & ABILITIES

Skilled and practiced in physical assessment, interpretation of lab values, wound care, and patient teaching; acclimated to new EHR systems; research and writing

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Education: Hunter College, City University of New York

Bachelor of Arts, Biological Science GPA: 3.67

Minority Access to Research Careers Recipient

Expected June 2020

Specialized Research Training:

Hunter College Intensive Workshop in Research Skills for Biotechnology

January 2019

Acquired skills in research techniques in recombinant DNA technology and learned their broad medical applications to therapeutics, gene therapy, diagnostics, and forensics

Selected Skills and Laboratory Techniques:

Plasmid DNA transformation

Preparation of biotin labeled probes

Protein purification by column chromatography

RT-PCR for gene expression in cancer

DNA restriction analyses and gel electrophoresis

Western and Southern Blotting

RNA isolation and analysis by gel electrophoresis

Gel purification and cloning of PCR products

Stata, SPSS, R, Excel, Word, PowerPoint

Fluent in Bangla

Experience:

Laboratory Assistant

September 2018 to Present

Hunter College, CUNY, Biology Department

New York, NY

- Prepare laboratory in advance for biochemistry and microbiology classes
- Sterilize beakers, graduated cylinders, Erlenmeyer flasks, and organize laboratory materials
- Prepare and separate media and growth solutions for student use
- Inventory stock to maintain ready supply of lab equipment
- Assist the lab manager with various tasks

Hunter Summer Internship and Lab Experience

June 2018 to August 2018

Chemistry & Biochemistry Department, Thomas Hunter, PhD.

New York, NY

- Performed recombinant DNA and cell culture with E-coli
- Prepared buffers, media and solutions
- Performed SDS-PAGE and native gels purification
- Trained in synthesis and qualitative and quantitative analysis of organic compounds
- Performed isolation and characterization of alkaline phosphatase

Community Service:

Volunteer Companionship Program

June 2017 to Present

Jamaica Hospital Medical Center

Jamaica, NY

- Converse with and attend to needs of elderly Intensive Care patients who do not receive regular family visits

References Available Upon Request

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EDUCATION

Hunter College, City University of New York

Bachelor of Science, Biochemistry GPA 3.4

Expected 1/2021

Honors: Dean's List, Spring 2019

RELEVANT COURSEWORK

Analytical Chemistry I & II

Advanced Topics in Chemistry

Organic Chemistry

Calculus I & II

Biochemistry I & II

Molecular Genetics

EQUIPMENT

Infrared Spectroscopy Instrument

Spectrophotometers

Nuclear Magnetic Resonance Spectroscopy

Chromatography

Mass Spectrometers

Electrolysis

RESEARCH EXPERIENCE

Hunter College, New York, NY

2/2020-Present

Chemistry Laboratory Assistant

- Assist chemistry professors with two Analytical Chemistry classes totaling 30 students
- Help facilitate various laboratory experiments for students
- Demonstrate proper instrument techniques which results in greater understanding of material by students and attainment of accurate results

Hunter College, New York, NY

9/2019-12/2019

Research Assistant

- Directed staff of four research associates to resolve issues, track timelines, and facilitate meeting submission deadlines
- Planned and implemented study which will be included in upcoming Scientific Journal article by Dr. H. Thompson
- Led Oxidant Research Team charged with analysis of vertical distribution of speciated hydrocarbons and radiosonde measurement of atmospheric conditions

ADDITIONAL EXPERIENCE

Del Frisco's Grille, New York, NY

7/2018-Present

Host/Server

- Manage several orders from multiple patrons simultaneously
- Provide friendly and timely service and effectively resolve customer complaints
- Organize customer seating chart and assign tables evenly to servers

LEADERSHIP AND VOLUNTEER

Treasurer, Biochemistry Club, Hunter College, New York, NY

2/2019-Present

Volunteer, City Hospital, Physical Therapy, New York, NY

6/2018-9/2019

Team Member, Hunter College Cross Country, New York, NY

8/2017-5/2019

SKILLS

Microsoft Office (Word, Excel, Power Point, Outlook)

Conversational Spanish

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EDUCATION

Hunter College, City University of New York, Expected May 2020
Master of Science in Education, Concentration: School Counseling
Honors: Chi Sigma Iota, Mu Sigma Ru, GPA 3.9

Bachelor of Arts in Sociology May 2017
Honors: Dean's List Fall 2015 to Spring 2017, GPA 3.5

CERTIFICATIONS

Provisional School Counselor Expected May 2020
School and Violence Prevention September 2019
Dignity for All Students Act (DASA) June 2019
Mandated Child Abuse Reporter July 2019

EXPERIENCE

High School of Arts and Sciences, New York, NY
Internship **9/2019-Present**

- Provide individual and group counseling to at risk students
- Conduct in class workshops to seniors on completing CUNY, SUNY, FAFSA, TAP applications
- Assist students with registering for the SAT and provide fee waivers to those eligible
- Serve as Spanish translator during parent meetings with administrators
- Co-facilitate 11th and 12th grade advisory sessions to discuss topics such as the college application process and developing life skills

Bronx Leadership Academy, Bronx, NY
Practicum **1/2019-6/2019**

- Managed a caseload of eight students in grades 6 through 8
- Educated 8th grade students on the high school application and admissions process
- Conducted group sessions with five 8th graders using Play Therapy to assist them in developing social skills
- Utilized ATS to track students' attendance

Teach for America, New York, NY
School Support Fellowship **8/2016-8/2018**

- Presented subject matter to students under the guidance of teachers, using lectures, discussions, and supervised role-playing methods
- Observed students' performance and recorded relevant data to assess progress
- Prepared lesson outlines and plans for assigned subjects and submitted for teacher review
- Organized and supervised games and other recreational activities to promote physical, mental, and social development
- Participated in annual cohort-based seminars to learn about improvements in implementation and content of instruction

SKILLS

Knowledgeable in STARS, ATS and Naviance, Microsoft Word, Powerpoint, Excel, Fluent in Spanish

First Name Last Name

100 4th Avenue, New York, NY 10000
555-555-5555 firstlast@email.com

EDUCATION

Silberman School of Social Work at Hunter College, New York, NY
Master of Social Work Expected 5/2021

Manhattan College, Riverdale, NY 5/2019
B.A., Psychology, GPA 3.5
Sorbonne University, Paris, France
Study Abroad, Spring Semester 2018

EXPERIENCE

Hilltop Middle School, New York, NY
Social Work Intern 9/2017-Present

- Manage caseload of 10-12 at risk students
- Assess behavior, develop treatment plans, determine interventions, and make referrals to outside agencies
- Provide individual and group counseling to mandated students enabling them to recognize feelings and navigate problems impacting school performance
- Address a multitude of presenting issues including educational challenges, Attention Deficit Hyperactivity Disorder (ADHD), trauma, truancy, depression, disruptive classroom behavior, and abuse and anxiety
- Conduct counseling sessions to help students achieve goals such as making friends, reducing anxiety, and managing anger
- Facilitate 2 social skills groups for seventh and eighth grade boys resulting in an increase in school attendance and a decrease in classroom arguments
- Advocate for students, resulting in improved understanding and communication between teachers, support staff, administration and students
- Attend interdisciplinary team meetings to develop crisis intervention protocols

YWHA, New York, NY
Social Work Intern 9/2016-5/2017

- Facilitated a social support group to senior adults ages 70+, addressing family issues, changing relationships, loss, and the aging process
- Counseled and facilitated Welcome! Support group for new residents in Rose Assisted Living Facility
- Recognized the need for, created the curriculum, and facilitated a bereavement group for individuals dealing with issues creating a new life as a single member of society
- Assessed cases of elderly abuse during visits to home-bound elders and made appropriate referrals and recommendations
- Worked with agency staff in the implementation of a Veteran's Day Recognition Program, that consisted of full day activities including a breakfast meet and greet, Rosewood Orchestra concert, and network dinner

Common Ground, New York, NY
School Support Fellow 8/2015-8/2016

- Recruited, trained, coached, and supported 150 public school teachers by facilitating the Retain Talent program, a service learning program used to combat the dropout rate in New York City public schools
- Launched first annual Retain Talent Run for Change fundraising event that raised over \$250,000

SKILLS

Fluent French, Proficient in Microsoft Word, Excel, Access, PowerPoint, Final Cut Pro, Adobe Illustrator

First Name Last Name, BSW

100 4th Avenue, New York, NY 10000

555.555.5555 firstlast@email.com

Education:

Expected 6/2020

Silberman School of Social Work at Hunter College, New York, NY
Human Behavior in the Social Work Environment
Social Welfare Policy and Services
Taking courses for application to the School of Social Work MSW program

6/2018

Lehman College, City University of New York
Bachelor of Social Work

Experience:

5/2018-Present

Gregory Institute, New York, NY

Case Worker

- Manage caseload of 11 families
- Provide family counseling to cope with major life changes such as divorce, job loss, and immigration issues
- Assess parents' vocational, employment, and educational background and skills in order to direct them in their career and social goals
- Advocate for clients and help them obtain appropriate social services
- Conduct weekly supervisory meetings with social work staff to evaluate caseloads
- Assist in the creation and facilitation of workshops that address the psychological effect of young mothers and fathers

2/2018-5/2018

St. Therese Services, Brooklyn, NY

Intern

- Provided individualized psychotherapy to a case load of 5 young parents
- Facilitated parent groups to teach positive parent-children communication skills and create a sense of support and camaraderie among young parents
- Outreached to various organizations for scheduling of guest speakers for parent groups
- Attended weekly supervisory meetings to discuss caseload

1/2017-1/2018

New York State Unified Court System, New York, NY

Guardian Ad Litem

- Advocated on behalf of six dual diagnosed mandated clients facing eviction proceedings in Housing Court
- Worked with supervisor to make necessary interventions and referrals for clients to improve quality of life
- Coordinated with social service agencies to secure needed entitlements and services

9/2015-6/2017

Lehman College, City University of New York

Resident Assistant

- Supervised 20 students in communicating and enforcing college policies and Student Conduct Codes
- Facilitated weekly group counseling sessions to promote positive interactions addressing diverse cultures, ethnicities, and sexual orientations
- Motivated and assisted students to become involved in campus activities and programs
- Completed room condition reports, issued keys, and reported maintenance concerns

Computer:

Proficient in Microsoft Word, PowerPoint, Excel, Outlook, Google Drive

FIRST NAME LAST NAME
(555) 555-555 firstlast@email.com

Education

Hunter College, School of Education

Master of Arts in Adolescent Education (Focus in History) GPA: 4.0

New York, NY
Expected 5/21

Morehouse College

Bachelor of Arts in English GPA: 3.83

Honors: Summa Cum Laude, Phi Beta Kappa

Atlanta, GA
5/17

Fieldwork Experience

Arts & Technology High School

Adolescent Psychology (36 hours)

- Observed lead teacher in 10th grade classroom
- Provided assistance to small groups during class exercises

New York, NY
9/20-12/20

Bronx Collaborative High School

American History (36 hours)

- Tutored students one-on-one, focusing on reading comprehension

Bronx, NY
2/20-5/20

Washington Heights Expeditionary Learning School

Global History (36 hours)

- Assisted students with essay writing competencies

New York, NY
9/19-12/19

Work Experience

New York City College of Technology

ESL Tutor

- Assist ESL students ages 11-16 in small groups with coursework
- Develop online reading tool which helped increase student comprehension of literacy concepts
- Assess improvement in reading and writing skills
- Teach students study, note-taking, and test-taking skills
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence in students
- Research and recommend textbooks, software, equipment, and other learning materials to complement tutoring
- Prepare students for CUNY ACT and CPE exams

Brooklyn, NY
9/18-Present

Hueman Publishing

Editorial Assistant

- Commissioned reviewers for manuscripts and sourced freelancers to produce new material
- Prepared monthly reports using Excel for Editor-in-Chief and President of organization
- Coordinated monthly training for all editorial assistants

New York, NY
8/17-7/18

Skills

Language: Fluency in oral and written Spanish

Computer: Proficiency in MS Word, Excel, PowerPoint, Smartboard

Extracurricular Activities

Active member of National Council for History Education, 9/18-Present

College Varsity Track and Field, Morehouse College, 8/14-5/17

First Name Last Name

100 4th Avenue, New York, NY 10000 (555) 555-5555 firstlast@email.com

Education

Hunter College, City University of New York

Master of Science in Education, Expected June 2020
Specialization in Childhood Education, GPA 3.9

Hunter College, City University of New York

Bachelor of Arts Childhood Education (1-6) and French, June 2017
Minor in English Language Arts, GPA 3.6
Study Abroad in Toulouse, France, June - July 2016

Certification

New York State Elementary Education Certification, Grades 1-6

Teaching Experience

Private Tutor, Brooklyn, NY

March 2016 - Present

- Work one-on-one with students in grades 1-8
- Implement literacy and math activities to meet students' academic needs
- Prepare students for New York State exams and assess them in all areas to modify lessons to suit ability levels

P.S. 186, Brooklyn, NY

January 2019 – May 2019

Student Teacher, 5th grade

- Led small group classroom activities for 5th grade students
- Monitored students' understanding and progress through a variety of assessments including observations, running records, and exams
- Worked one-on-one with struggling students in reading, writing, math, science, and social studies
- Collaborated with cooperative teacher to differentiate and modify curriculum to meet individual needs of students

P.S. 201, Brooklyn, NY

September 2018 – December 2018

Substitute Teacher, Grades 1-3

- Facilitated lessons in various classrooms of students in grades 1-3
- Implemented activities and lessons based on Common Core Standards
- Educated students in the balanced literacy through the Teacher's College Reading and Writing Project
- Developed social studies unit on New York City: Then and Now
- Differentiated lessons for students with IEPs

M.S. 25 New Preparatory Academy, Brooklyn, NY

September 2017 – May 2018

Substitute Teacher, 6th grade

- Assessed students based on their in class work and participation, homework assignments, exams, and attitudes and behaviors
- Worked collaboratively with other sixth grade teachers to develop tiered lessons for Everyday English program
- Created and facilitated reading, writing, and math lessons on a daily basis

Skills

Fluent in French

Proficient in Mac, PC, SMART Board

CPR/AED/First-Aid Certified

First Name Last Name

FIRSTLAST@EMAIL.COM 555-555-5555 100 4TH AVENUE, NEW YORK, NY 10000

EDUCATION

Hunter College, City University of New York

Bachelor of Science in Accounting, Expected January 2021

GPA: 3.76; Dean's List Fall 2019

Relevant Coursework: Accounting I & II, Intermediate Accounting I, Analysis of Financial Statements, Federal Income Accounting, Managerial Accounting

EXPERIENCE

Volunteer Income Tax Assistant

January 2019 to April 2019

Hunter College

New York, NY

- Provided high-quality assistance to clients by preparing accurate tax returns based on information provided and thoroughly answering tax-related questions
- Interviewed clients to ensure all deductions and credits were received
- Conducted quality assurance reviews of completed returns
- Completed training certification in order to provide advanced tax return preparation services
- Conducted research to keep informed of changes in tax legislation

Fleet Marine Force Hospital Corpsman

April 2011 to December 2018

United States Navy

Camp Ocean View, SC

- Personally maintained Physical Fitness Program
- Managed 14 program instructors who were in turn responsible for 1,190 reservists
- Ensured the completion of semi-annual fitness assessments, contributing to revitalization of the program
- Maintained medical supply by conducting quarterly inventory reconciliations, ordering supplies from an array of vendors, and keeping an orderly series of logs
- Conducted quarterly medical record audits to ensure compliance with U.S. Navy standards
- Provided onsite medical care to Marine Corps units during deployment to Ghazni, Afghanistan
- Trained U.S. Marines and Afghan National Army soldiers in tactical triage and was personally responsible for the wellbeing of 75 members of the Afghan Army

AWARDS

- Navy Achievement Medal
- National Unit Citation
- Combat Action Ribbon

SKILLS

Microsoft Word, Excel, PowerPoint, QuickBooks, TaxSlayer, TurboTax

References Available upon Request