**Jane L. Doe**

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**Objective:** To obtain a full-time position in the biomedical industry that applies the technical problem solving, precise communication, management, and collaborative skills that I have developed through my engineering and leadership experiences to help provide cutting-edge medical alternatives.

EDUCATION

University of Colorado Boulder Expected Graduation: May 2017

**B.S. Chemical Engineering,** **GPA: 3.73/4.00**

Business Minor, International Engineering Certificate in German

**Awards:** UROP Grant, Genentech Fellow, Dean’s List 4 semesters

**Selected Coursework:** Biomedical Devices, Analytical Chemistry, special math/computer/business class

ENGINEERING EXPERIENCE

**ANSETH LAB, University of Colorado**  Boulder, CO 8/14 – Present

*Undergraduate Researcher*

* Determined the effects of matrix elasticity on stem cell signaling and survival
* Varied hydrogel properties to help the alveolar type II cells to mimic the lung alveolar epithelium

**NATIONAL RENEWABLE ENERGY LAB** Golden, CO 5/13 – 8/13

*Research Assistant*

* Recovered cellulase enzyme in the biomass-to-ethanol process using membrane filtration and sedimentation
* Constructed and maintained all experimental apparatuses

**INTEL CORPORATION** Hillsboro, OR 5/14 – 8/14

*Process Engineering Intern*

* Conducted microprocessor chip development activities for three new assembly technologies
* Established chemical and process conditions to achieve tighter pitch without line fallout
* Performed statistical characterization of process windows and established a process control system

**TRIPLE EFFECT EVAPORATOR FEASIBILTY ANALYSIS, University of Colorado** 1/15 – 5/15

*Group Leader*

* Led a group of 4 students to determine the feasibility of condensing a sugar stream from 8 wt % to 15 wt %
* Compared Aspen Hysys results with those derived experimentally using mass and energy balances
* Analyzed the effects of changing operating conditions and flow configuration; recommended optimal conditions
* Maintained high group morale and finished ahead of schedule by keeping each team member on task

ADDITIONAL EXPERIENCE

**COSTCO**  Superior, CO 1/12 – Present

*Line Manager*

* Promoted from Sales Clerk to Assistant Manager to Line Manager due to work ethic and communication skills
* Manage 12 people, determine schedule and accountable for $100K of product annually
* Implemented new buying procedure that saves $10K annually; received Employee of the Month Award

TECHNICAL SKILLS

* **Software**: Matlab, Aspen Hysys, C++, VBA, Polymath, Minitab, SuperPro, Aspen Plus, Mathcad, Mathematica, Visio, Microsoft Suite
* **Analytical**: Immunostaining, HPLC, GC, FTIR, ATM, Western blots, assays, X-ray diffraction
* **Language**: Fluent in German, conversational in Mandarin

LEADERSHIP

* Vice-President of CU AIChE Chapter 8/14 – 8/15
* Organized Chem-E-Car Competition at 2015 Student Regional Conference; 11 cars, 200 attendees
* Co-Captain of CU Ski Team 8/14 – 8/15
* Led team of 20 skiers to win the 2015 NCAA Skiing Championship
* Secretary of Kappa Alpha Theta Fraternity 8/15 - Present
* Helped over 800 people through the sorority recruitment process
* **Affiliations**: Member of AIChE, SWE, ISPE, BMES, CU Energy Club, OXE, CU Ski Team

PUBLICATIONS

**Mores, W.D**. and Davis. R.H. (2003) Yeast fouling effects in crossflow microfiltration with periodic reverse filtration, *Ind. Eng. Chem. Res*. **42**, 130-139.

PRESENTATIONS

**Mores, W**. and Davis, R.H. (2000) Cellulase recovery via membrane filtration, *The 22nd Symposium on Biotechnology for Fuels and Chemicals*, Gatlinburg, Tennessee.

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1. KEEP YOUR RESUME TO ONE PAGE
   1. If you have too much information to fit onto one page, consider removing some such as older or less pertinent jobs.
2. After your resume is complete, convert it to a pdf so the format remains intact. I receive many resumes in Word that come up as 2 pages on my computer with the 2nd page completely blank.
3. Tailor your resume to each job; if it is an analytical job, for instance, put Technical Skills above Other Experience to show off those skills.
4. Do NOT include “References Available Upon Request” – employers already know this.
5. Change the font and spacing to your liking.
   1. Note that if the font is too big, it might not look as professional (print it out to see what you think).
   2. Try different fonts to see which best represents you.
   3. You can fit more information by decreasing spacing between sections; for the above, I used 8 above section headers and 6 everywhere else.
6. Do not forget to proofread.
7. Please do not use contractions.
8. You will receive different and sometimes contradictory advice on your resume; use your own judgement to determine which advice to implement.
9. If you GPA is low, calculate your Technical GPA (CHEN classes only) and if it is higher, consider using it.
10. After sophomore year, you should remove items from high school unless they are extremely strong (Eagle Scout, won an Intel International Science and Engineering Fair category, etc.). Items such as being valedictorian or president of your debate team should be removed, as should your high school gpa.