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**RESUME & CURRICULUM VITAE (CV) CONTENT**

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A résumé is a compilation of your employment experiences, background, skills, competencies, education, and accomplishments. It can be also spelled resume and sometimes synonymously called CV or Curriculum Vitae. In North America, a resume is used for industry positions outside of academia. A CV is used within academia, in particular teaching and professor positions. A resume and CV should be current and update to date in preparation for career opportunities. The best resume is one in which one can share their accomplishments and feel comfortable expressing their experiences and competencies. A solid resume and CV will take time to develop. Please give this process dedicated time to thoroughly articulate one's experiences. Although each resume and CV are different, below will provide sample sections.

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**SUMMARY OF QUALIFICATIONS**

**EDUCATION**

**PROFESSIONAL EXPERIENCE**

**TEACHING EXPERIENCE**

**PUBLICATIONS**

**RESEARCH EXPERIENCE**

**PRESENTATIONS | CONFERENCES**

## SUMMARY OF QUALIFICATIONS

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A summary of qualifications section is normally displayed at the top of a resume or CV to convey one's overview of their experiences and career journey while highlighting direct skillsets. This introduces the employer to one's accomplishments early on and provides a quick overview of the candidate.

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### Sample One

Creative professional focused toward brand content creation. Extensive experience utilizing a multitude of social media platforms. Uniquely skilled to grow and sustain online presence within a demanding arena.

Content Creator | Brand Development | Trend Forecaster | Project Management | Public Relations  
Marketing Creation | External Partnerships | Press Outreach | Curator | Scope Presence | Event Planning

### Sample Two

Accomplished professional focused towards coaching executives. Unique ability to interact with a diverse population of stakeholders. Develop environments that optimize talent acquisition and provide enhanced organizational development. Gravitate towards global mobility. Assist in cultural acclimation.

Emotional Intelligence | Project Management | Relationship Development | Data and Metrics  
Diplomatic | Organization Development Leadership | Supervision | Mentor | Innovative | Strategic Thinker

### Sample Three

Experienced healthcare professional passionate about implementing interventions to reduce climate change and health disparities. Advocate driven to create sustainable environments and healthy lifestyle solutions.

Leadership | Crisis Intervention | Psychological First Aid | Trauma Specialist | Event Management  
Climate Activist | Public Speaker | Instructor | Researcher | Diversity and Equity Advocate

## EDUCATION

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The education section on a resume should concisely describe one's degree(s) title acquired from the specific college or university. Include the name of the college or university and time frame of attendance. In some instances, relevant course work may be mentioned within this section.

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### Sample One

**Claremont Graduate University** | Claremont, CA 2023  
Master of Fine Arts | Installation Art

**University of North Texas** | Denton, TX 2013  
Bachelor of Fine Arts | Drawing and Painting

### Sample Two

Claremont Graduate University Claremont, CA December 2022  
**Master of Arts | Positive Organizational Psychology and Evaluation**

Co-Active Training Institute San Rafael, CA December 2022  
**Executive Coaching | Leadership Development**

DePaul University Chicago, IL June 2006  
**Bachelor of Arts | French**

### Sample Three

*CLAREMONT GRADUATE UNIVERSITY, CLAREMONT, CA* **AUGUST 2021-PRESENT**  
MASTER OF ARTS IN POSITIVE ORGANIZATIONAL PSYCHOLOGY AND EVALUATION  
RELEVANT COURSEWORK:

- ORGANIZATIONAL DEVELOPMENT AND CHANGE, ORGANIZATIONAL BEHAVIOR, AND POSITIVE LEADERSHIP
- INTERMEDIATE STATISTICS, ANOVA, APPLIED MULTIPLE REGRESSION, AND CATEGORICAL DATA ANALYSIS
- FOUNDATIONS OF EVALUATION, COMPARATIVE EVALUATION THEORY, AND EVALUATION PROCEDURES

*UNIVERSITY OF MARYLAND, COLLEGE PARK, MD* **JUNE 2016-MAY 2020**  
BACHELOR OF SCIENCE IN PHYSIOLOGY AND NEUROBIOLOGY

## EDUCATION (Continuation)

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### Sample Four

#### PHD PSYCHOLOGY, 2023

CLAREMONT GRADUATE UNIVERSITY, CLAREMONT, CA

#### PHD BIOLOGICAL CHEMISTRY, 2015

UNIVERSITY OF CALIFORNIA, LOS ANGELES, CA

**AREAS OF EXPERTISE:** ALZHEIMER'S, NEUROLOGICAL THERAPEUTICS

#### MASTER OF SCIENCE BIOLOGICAL SCIENCES, 2009

UNIVERSITY OF CALIFORNIA, LOS ANGELES, CA

### Sample Five

**Ph.D. Cultural Studies**, Claremont Graduate University  
Research focus: Medical Humanities & Reproductive Justice

Expected May 2023

**M.A. English**, Iowa State University  
Primary area: Rhetoric, Composition, and Professional Communications

May 2018

**B.A. English**, Summa Cum Laude, Keene State College  
Primary area: English Literature  
Secondary area: Creative Writing

May 2016

### Sample Six

Master of Arts in Psychology, May 2018  
Claremont Graduate University, Claremont, CA

Bachelor of Science in Biology, May 2015  
Minor in Human Services  
California State University Fullerton, Fullerton, CA

### Sample Seven

Claremont Graduate University  
Master of Science in Applied Biostatistics

Claremont, CA

2020

University of Colorado, Boulder  
Bachelor of Science

Boulder, CO

2017

## PROFESSIONAL EXPERIENCE

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A professional experience section is an opportunity for one to describe their knowledge, skills, and competencies gained during your employment history. This section will provide the name of the company, position title, time frame, job duties and other accomplishments.

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### Sample One

**Lolli Popitt** | Los Angeles, CA

2019 to Present

Brand Coordinator

- Create and implement exclusive content to maintain brand relevancy and awareness within its' competitive market
- Manage visual business consistency with 10 digital and physical platforms to support brand recognition
- Oversee a multitude of social media platform, engage audiences and develop current content and strategy
- Follow and research trendsetting movements and topics to build original product ideas from conception to fruition
- Initiate product lifecycle paths; direct focus on current events, pop culture, and hot topics within various industries
- Design innovative trend marketing ideas and convert creative vision into the company's brand merchandise sales
- Supervise and facilitate logistics for photo, video, and e-commerce shoots to transpose to product and brand media
- Manage modeling agency collaboration for lifestyle photoshoots including scheduling and coordinating itineraries

**Private Residence** | Madrid, Spain

2014 to 2020

Academic Tutor

- Reviewed and evaluated academic levels of individual students to create successful and achievable lessons
- Built rapport with students and guided them in various disciplines; math, chemistry, English, and studying skills
- Adapted engagement approach to accommodate learning styles and provided diverse strategies and techniques

### Sample Two

**Capital & CO. Insurance Services** | Los Angeles, CA

2021 to Present

Insurance Broker

- Identify clients' financial needs and goals via needs analysis; recommend auto insurance product options
- Open new accounts based on individual client needs and establish comprehensive policies
- Research automotive rate requirements for current industry changes and provide recommendations
- Versed in differentiation between the product structure of various types of insurance policies
- Guide and educate clients to make informed decisions that enhance individualized insurance portfolios
- Manage and maintain comprehensive insurance contracts to enhance diversification options
- Build a consumer client-base and establish an individual and solid foundation of direct trust and rapport
- Oversee application lifecycle from comprehensive underwriting to simplified evaluations
- Support and train agents; provide instruction with insurance software and methods to generate quotes

## PROFESSIONAL EXPERIENCE (Continuation)

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### Sample Three

**Extinction Rebellion Boston** | Boston, MA

2020 to 2021

Emergency Everywhere Needham Campaign Captain

- Led successful community campaign to legally declare a Climate & Ecological Emergency
- Organized three actions, presented at governmental meetings, and engaged community stakeholders
- Delivered impactful speeches and mobilized residents for climate and environmental justice action
- Initiated conversation and local movement to challenge financial institutions to divest in Line 3 Pipeline
- Corresponded with local press to raise awareness about corporations funding fossil-fuel projects

Regenerative Culture Internal Coordinator

- Conducted psychological first aid training for community members in preparation of emergency situations
- Led regenerative activities to foster communal mental health support in response to climate grief and anxiety

### Sample Four

**VCA Welborn** | Kansas City, KS

2020 to Present

Office Manager

- Build a consumer client-base and established an individual and solid foundation of direct trust and rapport
- Open new accounts based on individual client needs and processed comprehensive policies
- Oversee establishment of pet insurance Care Credit accounts; provide policy instructions and training
- Process financial reconciliations, review billing questions and navigate client conversations and situations

Customer Service Representative

- Provided quality customer services and engaged and listened to clients; responded with care and concern
- Acted as liaison between clients and specialists; scheduled appointments, corresponded, and answered questions

### Sample Five

**Cottonwood Creek Behavioral Hospital** | Activity Therapist | Boise, ID | 2020 to 2021

- Provide detailed evaluation and assessment of new patients to determine in-house treatment
- Facilitate expressive therapy groups for 12 patients to promote introspection and provide psychoeducation
- Offer alternative therapy via resources and handouts for patients that choose non-participatory treatment
- Document confidential client notes to assess and evaluate current progress towards treatment goals

**Metropolitan State Hospital** | Therapy Volunteer Intern | Santa Fe Springs, CA | 2018

- Co-facilitated interactive therapy for 15 to 20 residents to increase autonomy and collaborative communication
- Supported before and after event logistics and prepared venue for group therapy activities
- Participated in TSA and self-defense training to prepare and ensure a safe environment for residents and staff

**LA CADA** | Drug and Addiction Intern | Los Angeles, CA | 2017 to 2018

- Co-facilitated self-awareness and rehabilitation client groups to maintain and reinforce addiction recovery journey
- Participated in on-going training to utilize varied strategies and terminology for client's optimal treatment
- Documented client case notes into confidential database indicating emotional, behavioral, and cognitive progress
- Administered individual drug tests with clients and documented results for medical processing and evaluation

## PROFESSIONAL EXPERIENCE (Continuation)

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### Sample Six

**Los Angeles Unified School District** | English Tutor | Los Angeles, CA 2019 to 2021

- Provided individual and group tutoring to 30 students across a broad range of subjects and courses
- Explained detailed processes and helped students with specific problems and solutions
- Met with students to clarify and review concepts taught in class and develop strategies for success
- Communicated with guardian/parent with updates on students' progress and challenge areas

**Starbucks Coffee Company** | Barista | West Covina, CA 2017 to 2019

- Prepared and served quality coffee and tea drinks with a polite customer service-oriented driven attitude
- Processed financial transactions and assist customers with merchandise and product selections
- Handled and maintained equipment according to state health and safety codes and regulations

**Claremont Public Health Foundation** | Public Health Manager | Claremont, CA 2015 to 2017

- Monitored and reconciled foundations budget, expenditures, and invoices to forecast future requests
- Represented program to various agencies, committees, and community groups
- Coordinated and oversaw lifecycle community outreach efforts, activities, and community relations programs
- Supervised and trained grant and fellowship trainees and staff to disseminate health program information

### Sample Seven

**ABC Company** | Los Angeles, CA 2017 to Present

#### Executive Administrative Director of Central Services and Business Administration

Lead and manage central services administration to engage 3,000 weekly attendees and 8,000 members. Oversee \$6M operating budget and \$2M capital budget. Supervise 12 employees and 30 volunteers within day-to-day operations

#### Executive Leadership and Administration

- Set values, priorities, and objectives to inspire team via regular meetings, communication, and connections
- Supervise, mentor, and coach "leader of leaders" to empower growth and development within team departments
- Develop and execute a comprehensive strategic lifecycle plan to continue to grow and enhance the organization
- Cast vision, shape culture to align diverse departments and develop agility and psychological safety
- Design a comprehensive plan to streamline and leverage process and facilitate advancement

#### Human Resources and Administration

- Establish an HR strategy, vet, and recruit team to execute the organizational strategy for over 70 employees
- Oversee all hiring, onboarding, and disciplinary protocols to ensure a healthy and psychologically safe staff culture
- Set a vision, tone, and culture that simplifies systems and processes to facilitate decision making
- Initiate a leadership development program for 77 staff and 2000 volunteers to produce a pipeline of leaders
- Research, analyze, and implement a new 403B retirement plan to educate staff on long-term financial health

#### Financial Stewardship and Donor Development

- Develop CFO and controller positions; facilitate financial agility amid increasing complexities
- Align financial policies and procedures with the generally accepted accounting principles (GAAP)
- Communicate monthly, quarterly, and annual financial reports and summaries throughout the organization
- Forecast, manage and reconcile a rolling budget process that improves adjustments to changing environment
- Move the organization to a paperless AP process, a new accounting software system, and annual audit process
- Build and manage relationships with various financial institutions and refinance a \$9M mortgage
- Design and facilitate an individualized donor development program to increase generosity in the community
- Facilitate and coordinate giving campaigns to fund special projects, capital improvements, and relief efforts abroad

## TEACHING EXPERIENCE

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This section will include relevant formal teaching experience, teaching assistant, student teaching and teaching opportunities at professional conferences and events. Include the name of the course, school, and duties. Focus on accomplishments and be specific, detailed, and concise.

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### Sample One

**California State University, Channel Islands** | Lecturer | Camarillo, CA 2016 to Present

University Experience Program | UNIV 150

- Engage first-year students with critical thinking and communication strategies for enhanced success

Empowering First-Generation Students | UNIV 105

- Help first-generation students with tools to navigate college life

Intercultural Communication | Comm 321

- Demonstrate how multiple sites of our identities intersect and manifest in communication practices

**California State University** | Northridge, CA 2015

Guest Lecturer | Department of Journalism

Writing and Editing Public Relations | Jour 341

### Sample Two

**Adjunct Professor**, Stanford University, January 2021 to present

- MATH 220: Beginner Mathematics
- MATH 340: Theoretical foundations of Mathematics
- STAT 460: Statical Analysis for Behavioral Sciences

**Instructor**, Iowa State University, January 2017 to May 2018

- ENGL 250: Written, Oral, and Electronic Communication, 6 sections

### Sample Three

**Substitute Middle School Teacher** | February 2017–June 2019

Mayfield Middle School, Oklahoma City, OK

#### Key Qualifications & Responsibilities

- Adhered to the original lesson plans and instructions the regular teacher put forth.
- Managed classrooms for 6th, 7th, and 8th grade teachers when instructors were absent due to emergencies, illness, or vacation.
- Communicated any developments and updates with original teacher upon their return.
- Performed all general teaching duties, including attendance, grading homework, assigning projects, and delivering tests.



## PUBLICATIONS

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The publication section of your resume should include the name of the researchers, the publication, the year, and the digital objective identifier (if available). Limit the number of publications to the most relevant and demonstrate the required skills relevant to the profession.

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### Sample One

Doe, J., & Smith, A. (2020). *Improving the Systematic Processes in Higher Education* [White paper]. Retrieved from Los Angeles Higher Education Association: <https://LAEA.org/wp/sites/08/2020/02.pdf>.

Doe, J., Smith, A, & Brown, J. Associations of mental health with partner and family. *Depression and Anxiety*. 2020; 1– 11. <https://doi.org/10.1002/da.8765309>

### Sample Two

**Doe, J., & Smith, A. (2020)**, Effects of Mask Discretions on Infections in the United States of America – (2022) – *(Term Paper, and WIP towards publication)*

**Doe, J., (2021)**, Superficial economic growth and political instability for developed countries (2021) – *(Under development - WIP)*

**Doe, J., et. Al (2020)**, Financial Growth thru the Various Lenses: Casual Effects of Idea Creation on Growth (2020) – *(Term Paper, and WIP towards publication)*

**Doe, J., (2014)**, Challenges of Contract Management Under Procurement Legislation (2014) – *(Unpublished)*

**Doe, J., (2012)**, Impact of Foreign Direct Investments (FDI) within Financial Sector Growth (2012) – *(Under the process of publication)*

### Sample Three | Previously Published Articles and Reviews

- “Kaveh Akbar’s Pilgrim Bell: Poems”, Passengers Journal/ Passengers Press, <https://www.passengersjournal.com/book-reviews>, 2022

## PUBLICATIONS (Continuation)

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### Sample Four

Previously Published Creative Work

- Foothill Journal - “Cimitero delle Fontanelle”, poem, 2021
- Farside Review - “Forty-seven Forty-nine”, flash fiction, 2021
- Dunes Review - “Broca’s Aphasia”, poem, 2021
- Snarl - “2098”, poem, 2021

### Sample Five

- 2020 Doe, J., & Smith, A. *Improving the Systematic Processes in Higher Education* [White paper]. Retrieved from Los Angeles Higher Education Association: <https://LAEA.org/wp/sites/08/2020/02.pdf>.
- 2020 Doe, J., Smith, A, & Brown, J. Associations of mental health with partner and family. *Depression and Anxiety*. 1– 11. <https://doi.org/10.1002/da.8765309>
- 2018 Doe, J., & Smith, A. (2020), Effects of Mask Discretions on Infections in the USA – (2018) – *(Term Paper, and WIP towards publication)*
- 2017 Doe, J., Superficial economic growth, and political instability for developed countries (2021) – *(Underdevelopment - WIP)*
- 2014 Doe, J., et. Al, Financial Growth via Various Lenses: Casual Effects of Idea Creation – *(Term Paper, and WIP towards publication)*
- 2013 Doe, J., Challenges of Contract Management Under Procurement Legislation (2014) – *(Unpublished)*
- 2011 Doe, J., Impact of Foreign Direct Investments (FDI) within Financial Sector Growth (2012) – *(Under the process of publication)*

## RESEARCH EXPERIENCE

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The research section is an opportunity to showcase research accomplishments and expertise. This section describes one's role on a research project, technical skills, and the purpose of the research project. This section can be used to present any special projects and advanced expertise.

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### Sample One

#### **Research Assistant**

**Decision, Attention, and Memory Lab, College Park, MD**

**June 2019-May 2020**

- Utilized R Software to conduct a Multi-level Regression model to analyze the effect of implicit racial biases of police officers' judgments of height and physical strength
- Facilitated communication with participants to ensure effective study execution and subject debriefing
- Presented findings from Racial Biases in Judgments of Size and Strength study and led discussion and Q&A at the University of Maryland Psychology Research Fair

#### **Behavioral Health Intern**

**NorthStar Health Systems, Bayonne, NJ**

**May 2019-July 2019**

- Documented behavioral changes in patients receiving cognitive behavioral therapy to treat mental illness
- Utilized biofeedback technology to assist patients to regulate autonomic nervous system to control stress

#### **Oncology Research Intern**

**Takeda Pharmaceuticals, Boston, MA**

**April 2018-July 2018**

- Conducted laboratory experiments (Western Blot assays) to identify biomarkers in the drug development for Multiple Myeloma Cancer
- Utilized imaging software to identify active apoptotic proteins in malignant cell lines
- Organized proteomics data in Excel to establish a database for future oncology treatment experiments

### Sample Two

- Conducted experiments on rat brains by introducing novel chemical compounds and levels of oxygen
- Ran electricity through brain slices to view different chemical compounds interactions on brain cells
- Prepared sterile samples for check and maintained 89% percent yield over the course of a 3-month study

## PRESENTATIONS | CONFERENCES

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The presentation section of one's resume presents their knowledge and experience in a particular profession. Showcase qualifications via experience presenting at conferences and events relevant to industry. This portion is often reserved for a CV as it is often required for teaching and scientific professions. It can include presentations at professional associations, conferences, and events.

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### Sample One

**Western Psychological Association (WPA) Conference** | Presenter | Pasadena, CA 2019  
"Exploring the Faculty and Student Relationships". Authors: Smith, B, Doe, J.

Graduate Research | Presenter | Los Angeles, CA 2019  
"Beyond the Classroom Walls, Networking Among Graduate Students". Authors: Smith, B, Doe, J.

### Sample Two

**"What Does Little Arabia Mean to You: A Qualitative Approach to Understand Anaheim's Arab American District"** *Arab American Studies Association, San Diego State University, 2022*

- Conference Presentation on the history, common language, and needs of Anaheim's Arab American district known as Little Arabia.

**"Ahlan wa Sahlan"** *Arab American National Museum Traveling Exhibition, 2021*

- Keynote Speaker for the Arab American National Museum's exhibit in Anaheim.

### Sample Three

**"Infectious Diseases and its connection to Nutrition Education"** 2015  
*Annual American Health Association Conference, Claremont Graduate University*

- Co-presenter representing Claremont Graduate University

### Sample Four

**"Educational Foundation of the Truman Report and community college"** 2019  
*Education Association for California Community Colleges*

- Conference Presentation on the 1946 Truman Report and the development of California community college system
- Ranked number one presentation of 2009 by President Obama's Commission on Education