# FULL NAME

999 Blank Rd | Anytown, BC

(250) 999-999 |student@gmail.com

## PROFESSIONAL PROFILE

* 4th year Bachelor of Science Co-op student majoring in chemistry with strong academic achievement
* 5 years of work experience in customer service and retail
* Strong analytical chemistry skills
* Proficient in using Microsoft Office applications such as Excel, Word, and Access to generate reports and data analyses
* Able to follow lab safety guidelines and work with biohazardous material, including all WHMIS lab safety procedures

## EDUCATION

### Bachelor of Science, Chemistry major 20xx - Present

#### Anytown University Anytown, BC

* Dean’s List (20xx-20xx)
* Co-op

### LAB SKILLLS

* Aseptic technique
* Recrystallization, yield, and purity
* Gel electrophoresis
* Light microscopy
* Diluting solution
* Bacterial cell culturing

## PROFESSIONAL EXPERIENCE

### Co-op Laboratory Analyst May – Sept 20xx

#### Shinra Environmental Big City, BC

* Organized and maintained the inventory of chemicals ensuring their proper storage with WHMIS
* Verified and calibrated mass, volume, and temperature devices
* Reviewed standard operating procedures and adhered to firm quality assurance requirements
* Recognized for high level of service in result reporting for clients
* Accurately and timely entered data into Laboratory Information Management System (LIMS)

### Sample Weigh Technician May – Sept 20xx

#### Stark Laboratories Anytown, BC

* Organized, catalogued, labeled, and weighed all samples received with speed and accuracy
* Prioritized rush jobs to meet client requests while performing all required record keeping and digital documentation

## WORK EXPERIENCE

### Customer Service Associate May 20xx – June 20xx

#### Big Box Wholesaler Anytown, BC

* Supported team in providing exceptional customer service to a high volume of customers on the floor while updating front end merchandising and display
* Operated point of sale system and handled transactions in a fast-paced environment

## COMMUNITY INVOLVMENT

### Anytown Student Ambassador May 20xx – July 20xx

#### Anytown University Anytown, BC

* Peer Mentor for new international student arrivals
* Planned and organized student social events to support and engage students.

### Orientation and Training Mentor May 20xx – Nov 20xx

#### Anytown University Anytown, BC

* Acted as mentor to 28 new students, developing interpersonal communication skills
* Organized student onboarding events, and hosted student mixers and workshops

## References Available Upon Request