



Curriculum Vitae (CV)

What to Know Before You Start:

- A CV will be more than 1 page but your most important information goes on the first page
- A CV is used in academic settings and sometimes called an academic resume
- The order of categories may change depending on the audience for which it is intended
- The job description should help you determine the order of your CV
- The amount of information and the emphasis of categories determines the order of your sections; keep in mind that there is no standard
- The CV does not stand alone; a cover letter is an essential partner

Formatting:

- Consistency of formatting and white space allows the document to be scanned quickly
- Organize sections and information based on the relevance of the position
- All positions should be listed in reverse chronological order
- Don't split sections between two pages; keep related information together
- For style and format, it must look professional, organized and consistent with a size 10-12 pt font
- Names, titles, and dates should appear in the same place within each section
- Put your name and header at the top of each page OR put your name and page number at the bottom of each page starting on page 2 and continuing until the last page

Content:

- Do not list high school education or experiences
- GPA can be included if cumulative GPA is 3.0 or higher
- Use action verbs to begin each bullet point description
 - Use present tense verbs for current experience, past tense verbs for previous experience
- Present the information in a clear, concise and organized fashion
- Do not repeat information, even if it can be included in two categories; list it only once

Editing

- Schedule an appointment with career services for proofreading and editing.
 - Visit cas.okstate.edu/careers to make an online appointment
- Expect to make revisions and only finalize the document when it is error free
- Save the document as a PDF before uploading or sharing it electronically to ensure no format changes will appear when viewed or downloaded

Your name

Address • Phone number • Email address
LinkedIn or personal website links

Education

Name of School, City, State

PH.D in area of study

Concentration in area of specialization

- Title of thesis and dissertations

Graduation: Month year

GPA: X.XX

Name of School, City, State

Master of Science in Major

- Titles of theses and dissertations

Graduation: Month Year

GPA: X.XX

Name of School, City, State

Bachelor of Science in Major

Minor/option:

Graduation: Month year

GPA: X.XX

Certifications/Licenses

Name of license, state it was awarded

Name of Certification

Expires: Month year

Awarded: Month year

Professional Experience/ Related Experience

Job Title (most recent first)

Company name, city, state

- Detail describing position duties, responsibilities, skills, task, awards and/or projects
- Use as many bullet points as needed for all details and list all positions separately

Month year – Present

Job Title (2nd most recent)

Company name, city, state

- Detail describing position duties, responsibilities, skills, tasks, awards and/or projects
- Use as many bullet points as needed for all details and list all positions separately

Month year – month year

Research Experience/Academic Projects

Research Project Name

Institution name (include project leader's name if not you)

- Briefly describe postdoctoral, doctoral, and possibly undergraduate research
- List details about how you completed the research and what you did with the findings
- Include details on tools, equipment, software and data management

month year – month year

Name of Academic Project

Class name and Institution name

- Briefly describe the projects directives and significance
- List details about how you completed the project and all steps taken
- Include details on tools, equipment, software and data management

month year – month year

Research Interests/Professional Objective

- List what you want to research, especially if they match up with your potential employer
- This category can be as brief as one sentence stating a general goal or as long as a brief paragraph expressing both short-term and/or long-term goals
- State this logically and clearly and match the program or position for which you are applying. Avoid vague/ obscure language that fails to express precisely what your seeking

Your name

Address • Phone number • Email address
LinkedIn or personal website links

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Publications

- Use standard bibliographic form for publications
- Your name must be listed on the publication
- Note if the publication is published, submitted or presently being developed

Presentations

Name of event/conference, city, state month year
Name of Presentation

Name of event/conference, city, state month year
Name of Presentation

Teaching Experience

Job title month year - month year

University name/department name

- Outline what classes were taught and if the students were undergrad, graduate, etc.
- Describe the materials covered, job responsibilities, and technology used
- Include details about grading and lecture topics

Community Service/Volunteer Experience

Name of organization you served/ Job title month year – month year

- Give the appropriate details about what you did in this role

Name of organization you served/ Job title month year – month year

- Areas of service include community involvement, clubs, volunteer work, committee involvement, etc.

Honors, Awards, and Scholarships

- Scholastic honors (honor rolls, honors colleges)
- Scholarships awarded
- Merits or Awards

Professional Societies/Professional Organizations

Name of Organization/Job title or committee name month year - present

- Memberships in national, regional, state, and local professional organizations
- Share details about involvement, activities and participation

Name of Organization/title month year –month year

- Describe meeting and event planning
- Include information about professional developments opportunities and skills learned

Seminars/Professional Development

Event name/location month year

Topic/ Speaker and/or additional details

Grants

- Those YOU have obtained, from what organization for what purpose
- Include the dollar amounts awarded and any conditions that had to be met

Special Skills

- List relevant skills that would complement your degree or area of study
- Languages, computer skills, equipment, and others may fall into this area
- Vista status or other documents notable to working availability

Your first and last name, page 2

PISTOL PETE

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www.linkedin.com/pistolpete | www.researchgatepistolpete.com

EDUCATION:

Ph.D. in Biochemistry and Molecular Biology

May 2017

Master of Science in Biochemistry and Molecular Biology

December 2014

Oklahoma State University, Stillwater, OK

Bachelor of Science in Biology

May 2012

Minor: Chemistry

Langston University, Langston, OK

CERTIFICATIONS:

DNA Microarray Technologies and Analysis Certification

August 2016

Mass Spectrometry and Proteomics Certification

August 2015

RESEARCH EXPERIENCE:

Graduate Research Assistant | Oklahoma State University, Stillwater, OK

January 2016-Present

- Complete research that focuses on elucidating the molecular mechanisms that control spindle positioning
- Study post-translational mechanisms that regulate microtubules in *Saccharomyces cerevisiae*
- Identify two microtubule-associated proteins, Pac1/LIS1 and Stu2/XMAP215, as sumoylation and/or ubiquitin substrates, indicating a rich network of regulatory interactions

Undergraduate Student Researcher | Langston University, Langston, OK

August 2008-May 2012

- Measured the emission enhancement of various click-BODIPY dyes upon binding to soluble amyloid oligomers, using various spectroscopic techniques

LABORATORY SKILLS AND TECHNIQUES:

Protein purification

Sterile culture technique

Site-direct mutagenesis

SDS-PAGE

Media preparation

Restriction enzyme digest

Bacteria/Yeast transformation

Sequencing

Fluorescence microscopy

PCR

Genomic DNA/cDNA Isolation

Mass spectroscopy data analysis

PUBLICATIONS:

Pete, P., Alonso, A., D'Silva, S., Rahman, M., Meluh P.B., Keeling, J., Meednu, N., Hoops, H.J., & Miller, R.K.

The yeast homologue of the microtubule-associated protein Lis1 interacts with the sumoylation machinery and a SUMO-targeted ubiquitin ligase. *Mol Biol Cell*. 2012; 23(23): 4552-66.

Smith, N.W., Alonso, A., Brown, C.M., Dzyuba, S.V., & **Pete, P.** Triazole-containing Bodipy dyes as a novel fluorescent probes for soluble oligomers of amyloid A β 1-42 peptide. *Biochem Biophys Res Commun* 2010; 391(3): 1455-5.

CONFERENCE PRESENTATIONS:

American Society of Cell Biology Conference in New Orleans, LA

December 2017

Poster: Pac1/Lis1 is sumoylated and regulated by osmotic stress and at the cell cycle

Cold Spring Harbor-Cell Biology of Yeast Meeting at Cold Spring Harbor, NY

November 2016

Seminar: Novel mechanism for the regulation of Pac1/Lis1, via SUMO and ubiquitin

TEACHING EXPERIENCE:

Diversity Mentor | Oklahoma State University, Stillwater, OK

August 2012- May 2015

- Supported 4 underrepresented students interested in pursuing graduate degrees in microbiology
- Assisted students in exploring graduate programs, funding opportunities, and research interests

Teaching Assistant | Texas Christian University, Fort Worth, TX

August 2011- May 2012

- Taught 12 lab sections of introduction to microbiology with approximately 20 students in each section
- Guided the students in understanding of the scientific method through molecular and cell biology experiments

PROFESSIONAL SOCIETIES:

National Environmental Health Association

January 2015-Present

American Society for Microbiology

May 2014-Present

Society for Advancement of Chicanos and Native Americans in Science

August 2014-Present

PISTOL PETE

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EDUCATION

Oklahoma State University, Stillwater, Oklahoma
Bachelor of Science in Microbiology

Expected: December 2019
GPA: 3.888

RELATED EXPERIENCE

Microbiology Research Assistant, OSU, Stillwater, OK June 2017 - Present

- Design laboratory experiments to study pathogenesis of *Pseudomonas aeruginosa*
- Optimize virulence model protocol
- Analyze and interpret data, coordinate with other lab members
- Present at weekly lab meetings to collaborate and overcome obstacles
- Train three undergraduate students on experimental protocols

SMART Program Intern, Baylor College of Medicine, Houston, TX May 2018 – July 2018

- Conducted virology research to study pathogenesis of Rotavirus
- Designed laboratory experiments and analyzed data
- Presented research at final lab meeting and program symposium

Laboratory Storeroom Worker, OSU, Stillwater, OK August 2016 - Present

- Prepare chemistry labs for students
- Ensure each student is equipped with the tools for the lab and executes laboratory rules
- Maintain a stocked and organized storeroom

ORAL PRESENTATIONS

Pete, P., Criglar, J.M., Estes, M. (2018, Jul). *Employing Reverse Genetics to Combat Rotavirus and Cancer*. Baylor College of Medicine SMART Program Symposium. Houston, TX.

Pete, P., King, M.M., Barbier, M., Patrauchan, M. (2018, March). *Utilizing Galleria mellonella to determine the Role of Calcium in Pseudomonas aeruginosa*. Missouri Valley American Society of Microbiology Annual Meeting.

Pete, P., King, M.M., Barbier, M., Patrauchan, M. (2018, Feb). *Wax Worms to Study Calcium-regulated Infectivity of Human Pathogen, Pseudomonas aeruginosa*. Oklahoma State University Three Minute Thesis Competition.

POSTER PRESENTATIONS

Pete, P., King, M.M., Barbier, M., Patrauchan, M. (2018, Sep.) *Elevated Calcium Enhances Virulence of Pseudomonas aeruginosa in Galleria mellonella*. Oklahoma State University Biochemistry Symposium. Stillwater, OK.

Pete, P., King, M.M., Barbier, M., Patrauchan, M. (2018, April). *Virulence of Pseudomonas aeruginosa in Galleria mellonella Increased by Elevated Calcium*. Oklahoma State University Microbiology Symposium.

POSTER PRESENTATIONS

Pete, P., King, M.M., Barbier, M., Patrauchan, M. (2018, April). *Elevated Calcium Increases Pseudomonas aeruginosa Virulence in Galleria mellonella*. Oklahoma Center for Respiratory and Infectious Diseases Retreat.

Pete, P., King, M.M., Barbier, M., Patrauchan, M. (2017, Nov). *Utilizing Galleria mellonella to test the virulence of Pseudomonas aeruginosa*. Oklahoma Academy of Science Technical Meeting.

HONORS AND AWARDS

- Order of Omega, OSU September 2017 – Present
- Honors College, OSU August 2015 – Present
- Academic Scholar Award, OSU August 2015 – Present
- Institutional Nominee Cash Award, OSU August 2015 – Present
- OSU Biochemistry Symposium 2nd place Poster Presentation September 2018
- OSU Microbiology Symposium 3rd place Poster Presentation May 2018
- MVASM Annual Meeting 2nd place Oral Presentation March 2017
- Freshman Research Scholar, OSU August 2015 - May 2016
- Alpha Delta Pi Leadership Seminar Delegate June 2016
- President's Honor Roll: Two semesters
- Dean's Honor Roll: Four semesters

LEADERSHIP

Executive Vice President, Greek Life Organization, OSU December 2016 - December 2017

- Record and distribute minutes from executive meetings
- Organize chapter meeting agendas and update chapter calendar
- Ensure paperwork is completed by other executive officers
- Act as liaison between the chapter and the international organization through correspondence

Leadership Chair, Greek Life Organization, OSU January 2016 - December 2016

- Documented each member's campus involvement
- Promoted opportunities for leadership on campus
- Encouraged member involvement in clubs

Junior Panhellenic Delegate, Greek Life Organization, OSU January 2016 - December 2016

- Attended weekly meetings with Panhellenic council
- Assisted Panhellenic Delegate in her duties

Honors College Orientation Assistant, OSU, Stillwater, OK May 2016-July 2016

- Assisted in advising and enrolling honors students for fall classes
- Consulted with each student to guarantee a personalized schedule

ACTIVITIES

College of Arts and Sciences Student Council, Member August 2017 – Present
Microbiology Club, Member August 2017 – Present
National Society of Collegiate Scholars, Member August 2016 – Present
Our Daily Bread, Volunteer April 2017
Grandparent University, Volunteer June 2017
Into the Streets, Volunteer 2015, 2016