



Resumes: College of Arts & Sciences

Basic Resume Tips:

How to Start

- Use a blank word document to control spacing and formatting; **do not use templates or tables**
- Keep resume to **ONE PAGE ONLY** with margins size .7" - 1" all the way around
- Font sizes: 18-24 pt for name, 11-12 pt for section headers, and no smaller than 10 pt for content
- The document should have a consistent font with the exception of the font for your name
- Be consistent in formatting and alignments for text, bullets, and indents

What to Include: Content

- Well-rounded resumes will include multiple sections: education, job or internship experiences, outside involvement, extracurricular activities, etc.
- Objectives are NOT necessary
- High school information can and should be removed after your first semester of college
- Only list your GPA if 3.0 or higher
- Prioritize sections from top to bottom that are most relevant for the position you are seeking
- Organize information in reverse chronological order within each section
- Bullet points should be used to provide details and descriptions- remove pronouns and begin with action verbs; don't use paragraphs
- If possible, integrate quantifiable data to make points more specific and concrete
- Action verbs should be written in present tense for current jobs and past tense for previous jobs
- Broad sections like "skills" are not effective- instead, incorporate this into bullet points and add to specific jobs/internships or involvement descriptions
- No need to include "references available upon request"- this is a given to employers

Saving the Resume

- Save your final, error free resume as a PDF to use for uploads or emails to avoid any changes in appearance, formatting, or length
- Save and store a Word document in order to make future updates or additions

References Page

- References should be on a **separate page** with a matching header from the resume and cover letter
- List 3-5 professional references, prioritized by order
- Inform your references if you are listing them and keep them updated with what you have applied for

Header Examples

Pistol Pete

101 Campus Dr. • Stillwater, OK 74078 • (405) 123-4567 • pistol.pete@okstate.edu

101 Campus Drive
Stillwater, OK 74078

ART N. SCIENCE

(405) 123-4567
art.n.science@okstate.edu

Pistol Pete

101 Campus Dr. • Stillwater, OK 74078
(405) 123-4567 • pistol.pete@okstate.edu

References Page Examples

Art N. Science

101 Campus Dr. | Stillwater, OK 74078 | (405) 123-4567 | art.n.science@okstate.edu

References

Name
Job Title, Company Name
Street Address
City, state, zip
Office phone number
Email

Angie Neer
Project Manager, Awesome Science Company
213 Main Street East
Anchorage, AK 99501
907-123-1231
angieneer@abc.com

Eggs Ample
Store Manager, Sprouts Farmers Market
909 West 6th Avenue
Stillwater, OK 74074
405-571-3153
eggssample405@sprouts.com

YOUR NAME

Street Address • City, State Zip • Phone Number • E-mail

EDUCATION (can include more than one school or degree if applicable)

School Name, City, State

Graduation: Month Year

Bachelor of Science in Your Area of Study

GPA: 3.0 or above

Minor/Option/Thesis/Focus:

CERTIFICATIONS/LICENSURES

List related certifications to job you're seeking

Expected: Month Year

RELATED COURSEWORK/ ACADEMIC PROJECTS

- List 4-8 classes related to our major
- Describe projects (team or individual) that helped you build industry relevant skills and experience

RELATED EXPERIENCE (Internships, job shadowing, research projects, GA positions or jobs)

Job Title

Month Year – Present

Most Recent Employer Name, City, State

- List your proudest and most relevant accomplishment for this job
- Provide details related to the type of projects, equipment or tasks you completed or utilized
- Name a skill perfected which is a transferable skill required for future jobs/internships

Job Title

Month Year – Month Year

Next Most Recent Employer Name, City, State

- State a global summary of the scope of the job and add details about developed skills
- List an accomplishment which is relevant to the qualifications needed of the target job
- Describe your tasks, projects, and skills in as quantifiable of terms as possible

ADDITIONAL EXPERIENCE (other jobs or positions that are not related to your area of study)

Job Title

Month Year – Present

Most Recent Employer Name, City, State

- Add details describing the position and everyday tasks
- Include transferable skills that would be an asset in a position related to your major or career plans

Job Title

Month Year – Month Year

Most Recent Employer Name, City, State

- Include information on teamwork, leadership, communication skills, or customer service experience
- Focus on skills that would be relevant in other positions or internships

LEADERSHIP or CAMPUS INVOLVEMENT

Job Title | Club or Organization name, Oklahoma State University

Month Year – Month Year

- List activities where leadership has been developed and be detailed about your responsibilities
- Include areas where you have served on committees or held offices

PROFESSIONAL ORGANIZATIONS (List organizations directly related to your major or career path)

Organization name (include bullets with details if space allows)

Month Year – Month Year

Organization name (include bullets with details if space allows)

Month Year – Month Year

COMMUNITY ENGAGEMENT or VOLUNTEER EXPERIENCE

Volunteer Activities (include bullets with details if space allows)

Month Year – Month Year

Community Organization Involvement (include bullets with details if space allows)

Month Year – Month Year

TECHNICAL SKILLS OR LANGUAGE PROFICIENCY (if applicable)

List languages & level of proficiency in oral & written

If relevant include lists of programs, equipment, systems, software or technical skills in which you have proficiency

HONORS & AWARDS (no dates or details, one or two columns to save space)

Honor Societies

Scholarships Received

Honor Rolls (President's or Dean's)

School & Work Related Awards

Action Verbs

Interpersonal Skills

Accommodated	Contributed	Moderates	Reconciles
Adjusted	Cooperated	Modified	Related
Advised	Counseled	Motivated	Requested
Agreed	Facilitated	Negotiated	Respected
Arranged	Guided	Personalized	Served
Assisted	Influenced	Persuaded	Sold
Consulted	Mediated	Provided	Taught

Leadership Skills

Administered	Delegated	Governed	Required
Allocated	Designated	Hired	Selected
Appointed	Directed	Led	Settled
Approved	Disapproved	Managed	Signed
Assigned	Discharged	Oversaw	Specified
Authorized	Encouraged	Presided	Sponsored
Awarded	Enforced	Recommended	Stipulated
Conducted	Evaluated	Regulated	Supervised

Helping Skills

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

Creative Skills

Acted	Developed	Initiated	Planned
Adapted	Directed	instituted	Proposed
Authored	Established	Integrated	Researched
Composed	Estimated	Introduced	Revised
Conceptualized	Fashioned	Invented	Revitalized
Created	Forecasted	Investigated	Set Up
Conceived	Formulated	Modified	Shaped
Customized	Founded	Originated	Solved
Designed	Illustrated	Performed	Studied

Financial Skills

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marketed	Researched
Audited	Developed	Planned	

Organization Skills

Arranged	Budgeted	Calculated	Planned	Reorganized
Analyzed	Coordinated		Prepared	Scheduled
Assembled	Organized		Recorded	

Action Verbs

Management Skills

Administered	Delegated	Improved	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Increased	Planned	Supervised

Clerical or Detail Skills

Approved	Distributed	Prepared	Set Up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Systematized
Charted	Implemented	Recorded	Tabulated
Classified	Inspected	Retrieved	Updated
Coded	Maintained	Reviewed	Validated
Collected	Monitored	Routed	Verified
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

Research Skills

Analyzed	Interpreted	Adapted	Maintained
Clarified	Interviewed	Applied	Operated
Collected	Investigated	Assembled	Overhauled
Compared	Located	Built	Programmed
Conducted	Organized	Calculated	Remodeled
Critiqued	Researched	Computed	Repaired
Diagnosed	Reviewed	Designed	Replaced
Evaluated	Solved	Developed	Solved
Examined	Summarized	Devised	Standardized
Gathered	Surveyed	Engineered	Studied
Extracted	Systematized	Fabricated	Upgraded
Identified	Tested	Installed	Utilized

Communication Skills

Addressed	Corresponded	Interpreted	Recruited
Advertised	Directed	Lectured	Redirected
Authored	Discussed	Mediated	Referred
Called	Drafted	Moderated	Related
Circulated	Edited	Negotiated	Represented
Coached	Elicited	Oriented	Resolved
Collaborated	Emphasized	Persuaded	Showed
Communicated	Explained	Presented	Spoke
Composed	Formulated	Promoted	Translated
Conferred	Influenced	Publicized	Transmitted
Contacted	Informed	Recommended	Tutored
Convinced	Instructed	Reconciled	Wrote

Art N. Science

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EDUCATION

Bachelor of Science in Geospatial Information Science (GIS)

Minor: Global Studies; Geography
Oklahoma State University (OSU), Stillwater, OK

Graduation: July 2019
GPA: 3.44

RELEVANT EXPERIENCE

GIS Intern

May 2018-Present

American Water, Mount Laurel, NJ

- Perform GPS surveys to utilize mapping grade GPS receivers and mobile mapping tools for daily work
- Support project and technical staff by creating and maintaining map products
- Update and maintain the water and wastewater utility asset inventory
- Assist project staff with integrating the GIS inventory and computer maintenance management system

GIS Technical Intern

May 2017-August 2017

Coates Field Service, Tulsa, OK

- Maintained GIS data and prepared technical drawings and reports
- Interpreted and entered field data into various GIS formats
- Created land parcels, obtained current base maps, and located cultural and environmental data
- Designed and ran queries and reports to pull data from geographical and non-geographical databases
- Resolved discrepancies to assure data accuracy and consistency

RELATED COURSEWORK

- Computer Cartography
- Introduction to GIS Programming
- Spatial Analysis of Public Health
- Introduction to Mathematical Modeling
- Geometry and Algorithms in 3D Modeling
- Professional Practice in Mathematics

ADDITIONAL EXPERIENCE

Academic Mentor

May 2016-Present

OSU Housing and Residential Life, Stillwater, OK

- Coordinate 2 events for the academic programming series every semester
- Build relationships with full-time staff and student workers to promote a safe living community
- Facilitate tutoring and study groups in the Academic Development Center

LEADERSHIP EXPERIENCE

President | Gamma Theta Upsilon-Honor Society

August 2017-May 2018

- Invited guest speakers in order to learn about current trends and new research in geography
- Fundraised and donated \$3500 to a children's science museum to encourage science education
- Act as a liaison between geography and GIS undergraduate students and faculty

PROFESSIONAL AFFILIATIONS AND CAMPUS INVOLVEMENT

National Geographic Society
Cartography and Geographic Information Society
Oklahoma Geographic Information Council
OSU Geography Club

Education

Bachelor of Science; Communication Sciences and Disorders
Minor: Psychology
Oklahoma State University

Graduation: May 2019
GPA: 3.89
Stillwater, OK

License & Certification

American Red Cross CPR/First Aid Certification

Expires: June 2019

Therapy Experience

Habilitation Training Specialist

Department of Human Services

May 2017- Present
Oklahoma City, OK

- Provide at-home speech therapy to ten year old boy with Autism
- Reinforce behaviors taught by occupational therapist and assist in daily communication
- Prepare and submit weekly progress reports that track speech techniques and effectiveness of therapy

Administrative Assistant

Stillwater Speech & Language Services

August 2016- December 2017
Stillwater, OK

- Observed and assisted in clinic (40+ hours)
- Entrusted with accurately making client files up to date and reorganized office online client system
- Contacted potential clients and recorded information; scheduled meetings and assessments

Research Experience

Research Assistant

Oklahoma State University

January 2017- May 2017
Stillwater, OK

- Assessed grammar in monolingual and bilingual children ages three through five years
- Contacted 15 region schools to solicit participation and identify children for the study
- Recorded data from 200 participants and handled paperwork related to client participation

Education Experience

Tutor

Skyline Elementary School

August 2016- May 2017
Stillwater, OK

- Tutored children in 1st-4th grade in math and reading
- Aided teachers in preparing for the school day including making worksheets, lesson plans and crafts

Assistant Teacher

New Horizons Daycare

May 2015- August 2015
Edmond, OK

- Assisted Kindergarten teacher with daily language skills program including singing, reading and story time
- Developed activities to enhance children's learning while incorporating play and fun into teaching

Leadership

National Student Speech-Language Hearing Association: Webmaster

August 2017- Present

- Update website with member directory, semester schedule of meeting and other information
- Organize educational programs including organizing tours of speech therapy locations

Hall Government: Community President for Drummond 7

August 2016 – May 2017

- Developed and implemented 3-6 programs each semester about health, diversity, and community service

Honors

- Phi Kappa Phi
- National Society of Collegiate Scholars
- Dean's Honor Roll
- President's Honor Roll

SUMMARY

- Proficient programmer with experience using multiple programming languages and software
- Completed technical training in both academic and professional settings
- Experience working in groups and independently to troubleshoot, meet deadlines and complete projects

EDUCATION

Bachelor of Science in Computer Science with Honors

Anticipated: May 2019

Oklahoma State University, Stillwater, OK

GPA: 3.6

- Completed 12 credits during study abroad at the University of Sydney, Australia, Fall 2013

COMPUTER SKILLS

Languages: C/C++, VB, C#, JAVA, SQL, Python, Android programming

Website Design: HTML, FrontPage, Dreamweaver, Xara, Intuit, Flash, Photoshop, JSP

Database Software: SQL, MS-Access, Oracle Database 11g, Microsoft Access

Operating Systems: Windows Vista/7, ME, UNIX, Lunix, Mac OS X

RELATED EXPERIENCE

Intern/Software Engineer Contractor

May 2016 – Aug. 2016

ABB Totalflow, Bartlesville, OK

- Completed the Gate Model project management as part of intern summer team
- Attended Software Development Improvement Program training
- Innovated current console based application by developing an Android based phone application
- Ported C based protocol to Java

ACADEMIC PROJECTS

Multimedia Teaching Software

Jan. 2017 – May 2017

- Designed teaching software containing a practice exam system with a team of four students
- Incorporated group learning elements and independent study options by utilizing Authorware

Students Online Exam System

Oct. 2016 – Dec. 2016

- Contributed to the university's online project which provided an exam platform for professors
- Utilized SQL server and ASP to develop online exam system

System Processing Graph Formulation Software

Feb. 2016 – April 2016

- Created a program that processed graphs during software design phase
- Developed drawing portion for the program which included lines, rectangles and circles
- Demonstrated proficiencies with Visual Basic

CAMPUS INVOLVEMENT

OSU Google Developers Club | Oklahoma State University

Aug. 2017 – Present

- Facilitate meetings in order to organize the new club and make tentative plans by semester
- Participate in 3 student organization fairs to recruit interested students in the club

Association of Computing Machinery | Oklahoma State University

Aug. 2016 – Present

- Discuss developments in computers and technology.
- Attend lectures by leaders in computer science discussing relevant topics including Genetic Algorithms.

Gamers of OSU | Oklahoma State University

Jan. 2016 – Dec. 2016

- Cultivated skills as Office Webmaster for website (<http://www.orgs.okstate.edu/animesoc/>)
- Designed, implemented, updated and maintained the webpage

Pistol Pete

101 Campus Drive | Stillwater, OK 74078
405-123-4567 | pistol.pete@okstate.edu
PersonalWebsite.com

EDUCATION

Bachelor of Science, Sports Media
Oklahoma State University, Stillwater, Oklahoma

Expected Graduation: May 2019
GPA: 3.3

COMMUNICATIONS EXPERIENCE

Producer, OSU KXZY Radio- Stillwater, Oklahoma January 2018-Current

- Create scripts pertaining to OSU sports and produced spots in an OSU studio
- Edit media content on Pro Tools software

Intern, College of Arts & Sciences Media Relations- Stillwater, Oklahoma September 2016-Current

- Create and edit video clips pertaining to the OSU College of Arts & Sciences
- Videographer for OStateTV

Intern, CBS Radio Internship-Dallas, Texas May 2017- August 2017

- Promoted events through various media such as mobile billboards
- Communication with company leadership on a daily basis
- Interacted with the public in a professional manner

BUSINESS EXPERIENCE

Cowboy Caller, OSU Foundation- Stillwater, Oklahoma August 2016-May 2017

- Update any alumni information and keep the alumni connected with university news
- Raise funds for the Greater University Fund

Administrative Assistant, Farmers Insurance- Stillwater, Oklahoma May 2016-January 2017

- Provided quotes to prospective clients and managed payments for insurance policies
- Maintained a schedule of daily appointments

ACADEMIC PROJECTS

Online Portfolio

- Utilize Wordpress and branding strategies to create comprehensive online presence
- Developed an understanding of consistency in messaging among all self-marketing materials

News Broadcast

- Collaborate with team to delegate responsibilities including camera work, talent, copy editing, and video editing
- Oversaw the development of the script and assisted with the editing of the final product

LEADERSHIP EXPERIENCE

Vice President, Sports Media Club September 2016-Current

- Write articles for upcoming promotions and sports events on campus

Member, National Broadcast Society January 2016-Current

- Network with students and professionals to gain insight into the broadcasting industry

Member, Oklahoma State University Women's Track and Field August 2015-Current

- Develop time-management skills in order to balance full academic workload and team practice and travel schedules
- Communicate to media in a professional manner

RELATED SKILLS

- AP Writing Style
- Final Cut Pro
- Pro Tools
- Adobe Photoshop
- Windows Movie Maker
- Google Docs
- Audacity
- Garage Band

Art N. Science

405-744-5658
artns@okstate.edu

Profile of Qualifications:

- Statistical programs: SAS, SPSS, Microsoft Excel and Access
- Experience in public speaking with a diverse audience ranging from 10-150 people
- Knowledgeable in mixed-methods and community-based participatory research methods
- Ability to draw practical conclusions from raw data

Education:

Bachelor of Science in Statistics

Expected: December 2019

Bachelor of Science in Mathematics

GPA: 3.33

Oklahoma State University

Stillwater, OK

Relevant Experience:

Public Health Intern

May 2018 – Present

Center for Disease Control

Atlanta, GA

- Identify and analyze public health issues and their impact on community members
- Conduct statistical tests based on previous and current data to understand disease trends
- Prepare and dispense reports and articles that describe findings from ongoing studies
- Support the primary investigator to develop national systems to monitor health capacities
- Coordinate community outreach events to promote awareness of health disparities

Amgen Scholar

May 2017 – August 2017

National Institute of Health

Bethesda, MD

- Examined the role of science, policy, and communication engagement in health disparities
- Assisted with community-based research to bridge the gap between science and society
- Collaborated with research scientists to promote health and science literacy

Pathways Intern

May 2016 – August 2016

U.S. Department of Veterans Affairs

Kansas City, MO

- Analyzed laws, regulations, policies, and principals related to healthcare administration
- Updated medical charts to reflect the current International Classification of Diseases
- Surveyed and interviewed veterans and family members to assess customer satisfaction
- Interpreted data to assist management in enhancing program quality and development

Conference Presentations:

American Indian Health Research Conference | Grand Forks, ND

November 2018

- Assessing cultural aspects of women's holistic healthcare needs in rural Oklahoma

Women in Statistics and Data Science Conference | Charlotte, NC

October 2017

- Got insurance?: A comparative meta-analysis of urban and rural women's health disparities

National LGBTQ Health Conference | Chicago, IL

April 2016

- Marginalized experiences of queer women of color in private and public health facilities

Honors and Awards:

General Honors Award

Dean's Honor Roll

Women's Leadership Initiative

Pistol Pete

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Education

Bachelor of Science, Political Science/Pre-Law
Oklahoma State University, Stillwater, Oklahoma
Minor: Economics

Graduation: May 2019
GPA: 3.4

Associate of Science
Murray State College, Tishomingo, Oklahoma

Graduation: May 2017
GPA: 3.6

Political Experience

Grassroots Volunteer

July 2017-Present

Charles McCall for State House 22, Tishomingo, OK

- Organize community events within the 22nd Oklahoma House District to educate citizens on the issues within the district
- Communicate why this candidate is the most qualified for resolving these problems to local voters
- Contact potential voters via phone and social media within the district to educate voters on issues within the counties

Assistant Grassroots Coordinator

January 2017-July 2017

George Faught for U.S. Congress, Muskogee, OK

- Collaborated in the organizing of grassroots campaign effort for 13 of 25 counties in the 2nd Congressional District by gathering and tabulating organized data from potential voters, and developing neighborhood-walking plans to promote our candidates platform
- Coordinated events in an effort to fundraise for campaign, promote our candidates efforts, and organize volunteers

Treasurer/District Committeeman

January 2016-January 2017

Johnston County Republican Party, Tishomingo, OK

- Audited and budgeted funds for the Johnston County Republican Party, and quarterly reports to the Oklahoma Ethics Commission
- Attended quarterly meeting to advocate for the 2nd Congressional District of Oklahoma representing Johnston County

Additional Experience

Student Worker

August 2015- January 2016

Murray State College Mail and Duplication, Tishomingo, Oklahoma

- Gathered and collected mail to disperse to all employee of the college
- Managed the switchboard while communicating with administration, faculty, staff, students, and potential students

Summer Intern

May 2016-July 2017

Johnston County OSU Extension, Tishomingo, Oklahoma

- Planned, developed, and taught workshops to students from ages 9-19 in building life skills
- Administered, advised and oversaw the actions of teen leaders during the 4-H summer camp

Student Leadership

Oklahoma State University Student Government Association

January 2018- Present

- Communicate with college president and committee to review new policies and discuss issues as University Committee member
- Appointed Liaison for the Oklahoma Regents of Higher Education due to professional communication and presentation skills
- Collected ideas and created tasks forces of students and faculty to address issues as member of the Public Affairs Committee

President | Murray State College Student Government Association

December 2015-January 2017

- Acted as a liaison between students, administration, faculty, staff, and board of regent members on both Tishomingo and Ardmore Murray State College campuses by meeting with individuals within this criterion daily to accommodate the needs of each
- Developed an organizational chart and strategic plan of action to encourage continual growth and development of the program
- Mediated for the cities of Tishomingo and Ardmore to promote economic development to accommodate college community needs

Campus Involvement

Nationally Recognized Fraternity | Pledge Class Secretary, Co-Philanthropy Chair & Budget Committee

August 2017-Present

Toastmaster International | Member

July 2017-Present

CAS Student Council | SGA Senator

January 2017- December 2017

Art N. Science

213 Life Sciences E Stillwater, OK 74078 405.744.5658 ansgrad@gmail.com

Education

Bachelor of Science in Physiology: Pre-Medical Sciences Graduation: December 2017
Minor: Africana Studies GPA: 3.84
Oklahoma State University, Stillwater, OK

Clinical Shadowing

Sports Medicine: 50 hours; Allopathic Physician; Oklahoma City, OK March 2016-July 2016
o Observed injury prevention and management interventions on athletes and performers
Athletic Training: 35 hours; Athletic Trainer; Stillwater, OK August 2015-December 2016
Pediatrics: 20 hours; Osteopathic Physician; Stillwater, OK January 2015-May 2015
Oncology: 25 hours; Allopathic Physician; Stillwater, OK August 2014-December 2014

Professional Certifications

Red Cross Adult and Pediatric First Aid/CPR/AED
American College and Sports Medicine Certified Personal and Group Trainer (#12345)

Relevant Experience

Athletic Trainer Assistant July 2016-December 2017
Stillwater High School, Stillwater, OK
o Implement athletic healthcare methods to football, basketball, golf and wrestling team members
o Maintain appropriate general treatment orders reviewed and approved by the team physician
o Liaise between family physicians and specialists, the school district, athletes and their parents
o Maintain accurate records of injuries, treatments and provide insurance claim forms for injuries

Personal/Group Trainer January 2014-December 2017
Oklahoma State University Department of Wellness, Stillwater, OK
o Assess and write exercise programs for clients based on individual goals and fitness levels
o Facilitate an average of 12 training sessions with clients ranging from 18-59 years of age
o Adapt fitness programming for clients by routinely reassessing their needs and satisfaction

Research Experience

The Shaw Lab August 2016-December 2017
Oklahoma State University, Stillwater, OK
o Analyze the course of urogenital infection and immune response to *C. trachomatis* mutant strains
o Use a fish model to study tolerance mechanisms in concentrated hydrogen sulfide environments
o Present research findings at state, regional, national, and international conferences

Sport Science Institute May 2015-August 2015
National Collegiate Athletic Association, Indianapolis, IN
o Assisted primary investigator to investigate physiological changes due to aging
o Conducted literature reviews regarding muscle hypertrophy, atrophy, and quality
o Utilized ultrasounds and dynamometry to assess range of motion and muscle groups
o Selected as a Research Experience for Undergraduates Fellow out of 100 applicants

Campus Engagement and Community Service

Volunteer | Wings of Hope Family Crisis Center January 2016-December 2017
o Interact with children and youth when caregivers participated in counseling sessions

Social Media Committee | American Medical Student Association August 2015-May 2016
o Managed social media accounts to promote upcoming events to interested members

Volunteer | Stillwater Community Health Center November 2014-May 2015
o Collected and verified income proofs to determine eligibility of medical services

Education

Bachelor of Science in Biochemistry and Chemistry – Double Major
Oklahoma State University, Stillwater, OK

Graduation: May 2019
GPA: 3.9

Associate of Applied Science in Paramedicine
Oklahoma State University-Oklahoma City, Oklahoma City, OK

May 2016
GPA: 3.82

Professional Certifications

Nationally Certified Paramedic

Mental Health Facilitator

Red Cross Adult and Pediatric First Aid/CPR/AED

Oklahoma Licensed Emergency Medicine Technician-Paramedic

Medical Experience

Paramedic

June 2017-Present

Stillwater Medical Center, Stillwater, OK

- Respond to 911 calls for emergency medical assistance and drive mobile intensive care units to specified locations
- Assess nature and extent of illness or injury to establish and prioritize medical procedures
- Administer first-aid treatment or life support care to sick or injured patients
- Transport patients safely in an ambulance and transfer patients to the emergency department of a hospital
- Immobilize patient for placement on stretcher and ambulance transport, using immobilization devices

Field Internship

May 2017-May 2018

Norman Regional Hospital, Moore, OK

- Obtained knowledge of general medical care and treatment to patients in both emergent and non-emergent settings
- Implemented pre-hospital advanced life support care from initial contact to the accepting medical facility
- Ensured appropriate communications with physicians, nurses and other healthcare workers
- Contributed to a team by providing bedside care under the supervision of health care professional

Emergency Medicine Clinical Rotation

January 2018-May 2018

University of Oklahoma-Health Sciences Center, Oklahoma City, OK

- Completed 350 hours of paramedicine in emergency, pediatric, geriatric, psychiatric, trauma, and intensive care
- Attended pre-mission and mission briefings to prepare for the most efficient route to the medical alerts
- Charted observations and handled medical paperwork including confidential patient files and test results

Medical Observations

Allopathic Physician | Psychiatry, Stillwater Medical Center

January 2017-Present

Physician Assistant | General Medicine, Chickasaw National Medical Center

May 2017-August 2017

Allopathic Physician | Obstetrics/Gynecology, Stillwater Women's Clinic

August 2016-December 2016

Allopathic Physician | Family Medicine, Chickasaw National Medical Center

May 2016-August 2016

Laboratory Experience

Research Assistant

August 2017-Present

Nelson Research Lab-Oklahoma State University, Stillwater, OK

- Develop new materials for sustainable energy and structure-property relationships
- Design and synthesize novel, conjugated oligomers and polymers

Research Assistant

August 2016-Present

Cereal Chemistry Lab-Oklahoma State University, Stillwater, OK

- Apply mechanical models to obtain quantitative information on the components of biopolymers
- Evaluate the relationships between wheat dough extensibility and strength and gluten polymeric structure