

RÉSUMÉ DEVELOPMENT

While face-to-face and social networking are critical keys to the job search, a résumé is still a necessary piece in order to effectively market your professional brand to an employer.

Developing your résumé is often the first step in the entire job search process because it:

- *Concisely and accurately* summarizes your education, skills, and experiences.
- Demonstrates that you understand the needs and goals of the company.
- Effectively establishes your case for how your qualifications fit the requirements of the job for which you are applying.

Résumés are needed for professional job searches, internships, part-time jobs, and graduate programs. An effective résumé...

- ...should be a developmental process and evolve / change as you continue to do so.
- ...changes to meet the needs of the specific employer to whom you are applying.
- ...should be well organized and is easy for the employer to read.

Since your résumé is often your initial contact with an employer, you must create a favorable first impression. What you say and how you visually present the information is crucial!

QUICK TIPS TO PREPARE A RÉSUMÉ:

- You have approximately 10-15 seconds to "make your case" for employment.
- Attempt to keep it to 1 page, and remember "less is more."
- Focus on specific skills and accomplishments that are relevant to the job.
- Use sentence fragments, bullet points, concise language, keywords, and strong action verbs to describe accomplishments / responsibilities and to convey the results-oriented image employers look for in job candidates.
- Appearance & "white space" are essential. Use consistent margins, spacing, headings.
- Spell out words completely and correctly.
- Keep it formal. Use quality paper, if you print it.
- Avoid pronouns ("I," "my," etc.).
- Proofread, proofread, proofread!!!

TIPS FOR ONLINE RÉSUMÉS

- Use keywords from the job posting that a tracking system will recognize / flag for follow-up.
- Avoid complicated layouts with columns, graphics, text boxes, shading, and underlining.
- Use solid bullets.
- Use popular, non-decorative fonts that are between 10-14 point.
- If forwarding through email, add your résumé as an attachment rather than into the text as changes in formatting can occur.

RÉSUMÉ STYLES/ FORMATS

There are a number of appropriate ways to organize a résumé. It is important that you choose a résumé style that works best for your information. ***Do NOT use a résumé template from the Internet.*** This will limit you and your ability to present your necessary qualifications.

The three most popular résumé styles are the chronological, functional, and hybrid résumés.

Chronological Résumés organize your experience by date, beginning with your most recent work. This layout best highlights continuity of experience and work history, shows progression in responsibility, and emphasizes titles and employers' names. This format is typically used by college students seeking entry-level employment.

Functional Résumés organize your experiences by skill sets or industry areas and is particularly suited for career changes as well as people with little work experience or large gaps in work history. This layout highlights your qualifications while downplaying titles and employers' names. It should always include your work history with dates at the bottom of the résumé.

Hybrid Résumés combine the functional and chronological structure. This format allows you to first highlight your key skills and selling points, then presents your work history.

Because preferences for résumé formats vary with individuals, consultation with a career professional will help you to decide on the most effective style for you to use to present your qualifications to an employer.

RÉSUMÉ CONTENT AREAS

No matter which résumé style / format you select, your highlighted content areas will usually be consistent. Because the résumé reflects an individual's accomplishments and experiences, areas of emphasis and the order of these items will vary with each individual. ***You must tailor your résumé to the needs of a potential employer.*** Even a subtle change, like reordering your education or experience, can result in greater attention being paid to you as a candidate.

The following are general content areas of a résumé:

1. Personal Identification

Include at the top of the page:

- Your full name (usually bold and enlarged, not too big, so it stands out)
- Your college / university and / or permanent address
- Your primary phone number and email address

Formatting your Personal Identification information is your time to be creative by experimenting with font, size, and positioning. **NOTE:** Please make sure your voicemail has a mature and appropriate greeting. Also, ensure your email address is professional (i.e., do not use hotchick@yahoo.com).

2. Professional Profile

A Professional Profile should be used rather than an Objective, which is now considered outdated. The Profile is a hard-hitting, opening statement filled with **keywords** that describe your skills, abilities, personal attributes, and accomplishments.

If using paragraph form, craft a concrete and concise 2-3 sentence statement that describes your professional self. If using a bulleted list form, utilize keywords and job description requirements to demonstrate your areas of expertise.

Example:

Aspiring Physician Assistant who demonstrates ethics, compassion, and self-motivation. Enthusiastic individual who seeks challenges and values gaining comprehensive knowledge. Developed excellent time management skills and has observational experience with laboratory, operating room, and emergency room environments. Gains personal satisfaction from helping and relating to others.

Example:

Energetic and creative elementary school teacher. Demonstrated capabilities in the following areas:

- Classroom Management
- Curriculum Development
- Student Behavior & Discipline
- Parental Communication
- Technology in the Classroom
- Community Event Participation

3. Education

List your college(s) of attendance. If you transferred from another institution, only list the college from which you obtained or will obtain your degree. If you have multiple degrees, list your most recent college / university experience first.

- State the name of the school, location, degree and major, and expected or actual graduation date.
- Include academic minors, certificates, and GPA if it is a 3.0 or better.
- Exclude high school information.

Example:

King's College, Wilkes-Barre, PA
 McGowan School of Business (AACSB Accreditation)
 Bachelor of Science in Business Administration with a Major in Marketing
 Minor: English

Graduation: May 2015
 GPA: 3.3

Bachelor of Science

- Athletic Training Education Program (CAATE Accreditation)
- Biology
- Chemistry
- Clinical Laboratory Science (NAACLS)
- Computer Science
- Computers & Information Systems
- General Science
- Environmental Science
- Neuroscience
- Psychology

Bachelor of Science in Business Administration with a Major in:

- Accounting
- Finance
- Management
- Marketing
- International Business
- Human Resources Management

(All are AACSB Internationally Accredited)

5 Year Programs:
Bachelor of Science/Master of Science

- Health Care Administration
- Physician Assistant

Bachelor of Arts

- Criminal Justice
- Economics
- Elementary Education (NCATE)
- English Literature
- Environmental Studies
- French
- History
- Leadership & Global Dynamics
- Mass Communications
- Mathematics
- Philosophy
- Political Science
- Professional Writing
- Psychology
- Sociology
- Spanish
- Theatre
- Theology

4. Educational Highlights

This optional section, which comes directly before or after the description of formal education, can:

- Highlight significant coursework or skills that the employer cannot infer from your major / minor. *Example:* If you are a Psychology major and want to pursue a career in law enforcement, highlight any criminal justice courses you may have taken. **WARNING: This section should extend beyond a simple listing of courses, which can easily be depicted by attaching a transcript to your résumé.**
- Include study abroad experiences, demonstrating what multi- or cross-cultural skills you obtained while living in a foreign country.
- Include special class projects, research projects, or presentations that are related to the position to which you are applying.

5. Related Experience

As the **most important part** of a résumé, this is typically where employers look first and longest. List all relevant experience (e.g., if you are an Education major, list student teaching, any summer camp experience, pre-professional teaching, tutoring, or volunteer experience).

- List experiences in **reverse chronological order** (i.e., list your most recent ones first).
- Provide work experience, internships, senior practicum, and / or student teaching.
- For each experience, list company / organization name, position title, location, time period.
- Under each experience, describe your accomplishments in **3 or 4 specific, bulleted statements** which use strong action words and results-oriented language.

6. Other Work Experience

This optional section is where you list previous work experience that may not be directly related to the position you are applying for but shows work history (e.g., Wait Staff at Perkins; Cashier at CVS Pharmacy). List in reverse chronological order, and focus on **1 or 2 specific, bulleted statements** describing the most important skill or accomplishment from that job.

- List company / organization name, location, position title, and bullet statements.

7. Additional Categories to include are:

Achievements and Honors

Employers want to see what you have accomplished inside AND outside the academic environment.

- Special awards
- Dean's List
- Co-curricular activity leadership
- Honor Societies
- Scholarships

Activities

- Clubs and Organizations (on- and off-campus)
- Membership in a professional organization
- Do not include high school activities unless still active in the organization.

Volunteerism

- Community-at-large and campus volunteer experiences

Computer Skills

Many employers want to see computer competence even for non-technical positions.

- Software and hardware
- Computer language skills
- Technical knowledge
- Computer expertise

Additional Content Areas...may include:

- Language fluency
- Military experience
- Research experience
- Certifications

REFERENCES

Letters of Recommendation: Use letters of recommendation from previous supervisors or professors as a supplement to your application packet (which is your résumé and cover letter), or if an employer specifically requests them. Generally, letters of recommendation expire after 1 year.

List of References: Supply a list of references to a prospective employer either at or after your interview. Because you are giving personal information such as telephone numbers and emails, do not list them on your résumé, especially if it is posted on the Internet.

Just like the letters of recommendation, you want people who can be “positive references” (i.e., can verify your accomplishments and work ethic, can speak highly of you to a potential employer). References should **not** be relatives or personal friends. You will need to contact each reference in advance to ask if they will serve as a reference for you.

Example of how to list on your References sheet:

Mr. Douglas French	(Full Name)
Supervisor	(Relationship to you)
Director of Marketing	(His / Her Title)
Ollie's Big Mart	(Company/Organization Name)
Luzerne, PA	(Location—city and state only)
(570) 555-4354	(Phone Number)
<u>Doug@ollies.com</u>	(Email)

SKILL CATEGORIES & ACTION WORDS FOR ACCOMPLISHMENT STATEMENTS

Administrative Skills	Clerical Skills	Communication Skills	Counseling Skills	Creative Skills	Development Skills	Financial Skills	Problem Solving Skills	Research Skills
Administered	Approved	Addressed	Assessed	Acted	Analyzed	Administered	Analyzed	Analyzed
Coordinated	Arranged	Arbitrated	Assisted	Conceptualized	Applied	Allocated	Clarified	Clarified
Designed	Catalogued	Arranged	Clarified	Created	Catalogued	Appraised	Compared	Critiqued
Established	Classified	Authored	Coached	Designed	Compiled	Audited	Compiled	Collected
Evaluated	Collected	Corresponded	Counseled	Developed	Conceived	Balanced	Decided	Diagnosed
Interpreted	Compiled	Developed	Demonstrated	Directed	Created	Budgeted	Evaluated	Evaluated
Interviewed	Dispatched	Directed	Diagnosed	Established	Designed	Computed	Forecasted	Examined
Managed	Executed	Drafted	Educated	Fashioned	Developed	Developed	Investigated	Extracted
Negotiated	Generated	Edited	Expedited	Founded	Established	Executed	Prepared	Identified
Organized	Implemented	Enlisted	Facilitated	Illustrated	Formulated	Forecasted	Recommended	Inspected
Prepared	Inspected	Formulated	Familiarized	Instituted	Founded	Managed	Reorganized	Interpreted
Planned	Monitored	Handled	Guided	Integrated	Influenced	Marketed	Researched	Interviewed
Supervised	Operated	Influenced	Mediated	Introduced	Implemented		Resolved	Investigated
	Prepared	Interpreted	Performed	Invented	Initiated		Reviewed	Researched
	Processed	Justified	Referred	Originated	Instituted		Solved	Reviewed
		Lectured	Rehabilitated	Supported			Surveyed	Summarized
			Represented	Surveyed				Surveyed
			Revitalized	Updated				Systematized
			Shaped					

Management Skills	Technical Skills	Time Management Skills		Training Skills		Organizational Skills		
Administered	Assembled	Administered	Retrieved	Adapted	Facilitated	Analyzed	Operated	Scheduled
Analyzed	Built	Developed	Screened	Advised	Guided	Applied	Organized	Spoke
Attained	Computed	Directed	Specified	Assisted	Informed	Arranged	Oversaw	Strengthened
Chaired	Designed	Generated	Systematized	Clarified	Initiated	Coordinated	Persuaded	Supervised
Contracted	Devised	Improved	Tabulated	Coached	Instructed	Distributed	Planned	Systemized
Consolidated	Developed	Increased	Validated	Coordinated	Motivated	Expedited	Prioritized	Translated
Delegated	Fabricated	Initiated		Developed	Persuaded	Facilitated	Produced	Wrote
Developed	Maintained	Promoted		Enabled	Presented	Gathered	Publicized	
Directed	Mediated	Purchased		Encouraged	Stimulated	Implemented	Recommended	
Established	Moderated	Recorded		Evaluated		Improved	Reconciled	
Evaluated	Motivated			Explained		Increased	Recruited	
Negotiated						Initiated	Reviewed	

RÉSUMÉ CHECKLIST

GENERAL FORMAT

YES NO

- Did I start from a blank Word Document?
- Is my name at the top in bold and a larger font? Did I include my address, cell phone, & email?
- Is my email appropriate and my cell phone voicemail message professional?
- Is my resume an appropriate length (usually 1 pg.)?
- Is formatting consistent through the entire document (e.g., font type & size, use of bold/italics/underlines, heading alignments)?
- Is high school information omitted?
- Are verb tenses in the present for currently-held positions? Are verb tenses in the past for previous jobs?
- Have I proofread the document for spelling, grammar, and punctuation errors?

PROFESSIONAL PROFILE

YES NO

- Is my profile an appropriate length (i.e., not too "text-dense")?
- Did I utilize keywords that are specific to the job and company to which I am applying?

EDUCATION

YES NO

- Did I spell King's College correctly?
- Did I list the full name of my degree (ex., Bachelor of Science in...)?
- Did I list accreditation information for my academic program, if applicable?
- Is my most recent degree listed first, if applicable?
- Is my month AND year of graduation listed?
- Is my grade point average accurately listed?

CONTENT

YES NO

- Do my accomplishment statements begin with strong action verbs?
- Are my accomplishment statements results-oriented? Do I quantify (i.e., use numbers) my accomplishments?
- Are the most relevant experiences listed at the top of the resume?
- Are my experiences listed in reverse chronological order (e.g., most recent listed first)?
- Are the employer, city/state, position title, and dates (start-end) listed for each experience?
- Did I leave out personal pronouns (e.g., "I," "my")? Did I avoid the phrases "Responsible for" and "Duties included?"
- Do I have 3-4 solid accomplishment statements for each of my relevant experiences that highlight my contributions, skills, and level of responsibility?
- Are my unrelated work experiences listed under a separate heading (e.g., Work History, Other Experience)?
- Do my Honors, Activities, and/or Volunteer Sections demonstrate leadership and/or relevancy to the position for which I am applying?

Paige Monroe

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(555) 123-3636

paigemonroe@kings.edu

PROFILE:

Emerging professional who demonstrates **trustworthiness, ethics, versatility, and self-motivation**. Confident individual who **seeks challenges**. Extensive travel and residing in South Africa, Chicago, New York, New Jersey, and Pennsylvania resulted in unique personal experiences which have shaped **diverse perspectives** on cultures, people, and life. Curious and quick learner who values **relating to others and gaining comprehensive knowledge**. Varied experiences have cultivated **innate leadership skills** and enhanced abilities to multi-task, **adapt, and think critically to solve problems**.

EDUCATION:

King's College, Wilkes-Barre, PA

Graduation: 2012

McGowan School of Business, AACSB International Accreditation

GPA: 3.1

Bachelor of Science in Human Resources and Computer Science Information (CSI)

WORK EXPERIENCE:

Frontier Communications

Wilkes-Barre, PA

Human Resources Intern

May 2011 - Present

- Handle employee files, classified from terminated, pension, current, workers compensation and military leave
- Deal with recruitment aspects of the company and responsible for background checks, drug tests, personal identification records, company policy signoffs, and take part in the selection and decision of applicants' suitability in the company
- Train newly hired employees in regards to company orientation, expectations, new developments, and an overall outlook of their place and part in the company
- Edit union contract and create data to hold all record of Benefits and Leave Articles
- Send out surveys to current employees about mandatory training sessions and gathered data to arrange class times based upon employees' availability
- Developed Employee Discount Program which included creating relationships with other companies, creating one agreement, and then presenting the program to Frontier Employees

Informational Instruction Technology Services (IITS)

Wilkes-Barre, PA

Student Technical Support

October 2009 - Present

- Support all technological aspects on campus with a combined team effort of 14+ co-workers to complete 30+ tasks by the end of the day
- Balance routine of tasks that need to be completed by a specific deadline
- Assist students, faculty members, computer corporations in order to identify problems and then repair or suggest alternative solutions

King's College Conference & Events

Wilkes-Barre, PA

Student Coordinator

May - August 2009

- Managed details of an 8-week summer Kids' Camp, important campus conferences, Holy Cross Regime Retreat, Alumni Weekend, and Dog Show
- Helped to supervise regular schedules of 35+ children for Kids' Camp
- Interacted with parents, faculty, alumni, and religious individuals to answer questions, direct them to locations, and educate all members about their specific programs

LEADERSHIP HIGHLIGHTS:

SHRM Legal Conference Participant

Oxfam America Club President

Save the Darfur Club Member

Emerging Leaders Program

Leadership for the 21st Century Session Participant

King's College Website Transformation Committee

Student Government

Oxfam CHANGE Initiative Leader

Women's Conference Participant

Fattah Conference Participant

Invisible Children Fundraiser Initiator

Multi-International Cultural Club Fundraiser Coordinator

TECHNICAL / COMPUTER EXPERIENCE:

Dell Certification; Microsoft Office (Word/Publisher/Excel/PowerPoint/Outlook); Anti-virus software, basic HTML, basic IT procedures

Undergraduate Accounting Student

Focused on detail-oriented audits of internal management while maintaining an analytical, systematic, ethical and goal-driven point of view of the company as a whole. Aspires to contribute to the company through data interpretation, evaluation of accounting systems, updating of organizational policies, and communication of results in a professional manner through reports, presentations, and written dialogue.

Aim to utilize my academic knowledge, interpersonal skills, and team-oriented leadership to make a positive impact on my co-workers, supervisors, and the organization at large. *Basic understanding of concepts and procedures such as:*

- Balance Sheet Analysis
- Internal Audits
- GAAP/IFRS Standards
- Financial Management
- General Ledger Accounting
- Sarbanes-Oxley Policies
- Accounts Payable/Receivable
- Product Development
- Internal Management

Education

King's College Wilkes-Barre, PA Graduation May 2014
McGowan School of Business (AACSB International Accreditation) GPA 3.4
Bachelor of Science in Business Administration with a Major in Accounting
Dean's List – Fall 2010/Spring 2011
Attend school full-time while working 15+ hours a week

Work Experience

Geisinger Wyoming Valley Wilkes-Barre, PA 2010 – Present
Food Service

- Coordinate individual patient meals, paying special attention to dietary details.
- Handled problems and issues with patient orders and resolved them in a timely fashion.
- Clean and sanitize food preparation areas in accordance with the state and federal regulations.

Activities

Accounting Association, Member

Volunteer Experience

King's College CitySERVE
● Lands at Hillside Farms, Shavertown, PA
● CEO (Commission on Economic Opportunity)
Saint Vincent DePaul Kitchen

Computer Experience

Microsoft Word, Excel, PowerPoint

Molly O'Reilly

mollyoreilly@kings.edu

110 Abbey Lane, Telford, PA, 18969

Cell: 215-285-8465

ELEMENTARY EDUCATION/SPECIAL EDUCATION TEACHING POSITION

Extremely passionate about bringing the 21st century into the classroom by using new and innovative ways to inspire students. Possess a love for teaching science, mathematics, and language arts. Dedicated, resourceful and driven educator with a commitment to develop young minds to succeed in and outside the classroom.

KEY COMPETENCIES

- ◆ Classroom Instruction
- ◆ Diverse Learners
- ◆ Special Needs Students
- ◆ Creative Lesson Planning
- ◆ Time Management
- ◆ Differentiated Instruction
- ◆ Classroom Management
- ◆ Problem Solving
- ◆ Student Motivation

EDUCATION

King's College, Wilkes-Barre, PA
Bachelor of Arts in Elementary/Special Education

Graduation: May 2012
GPA: 3.438

CERTIFICATIONS

PDE Teacher Certification Elementary Education (K-6) & Special Education (K-6)

TEACHING EXPERIENCE

Wyoming Valley West, Chester Street Elementary, Kingston, PA
Student Teacher, Grade 2

Spring 2012

- ◆ Created in-depth lesson plans, bulletins boards and projects for second grade students
- ◆ Develop differentiated lesson plans to meet needs of all academic level learners in the classroom, including gifted and learning disabled

Wyoming Valley West, State Street Elementary, Larksville, PA
Pre-Student Teacher, Grade 3

Fall 2011

- ◆ Taught a third grade class for 2 weeks, which included 4 English classes a day and 1 reading class
- ◆ Taught a theme cycle lesson on "How Animals Talk" covering all areas of academics

Montgomery County Intermediate Unit, Hatfield, PA
Autistic Trainer

Summer 2011

- ◆ Worked one-on-one with a 14 year old autistic boy on school work and daily tasks

Daniel Flood Elementary School, Wilkes-Barre, PA
Elementary Education Tutor

Fall- Spring 2009

- ◆ Tutored socio-economic disadvantaged students in an after school program

Heights/Murray Elementary School, Wilkes-Barre, PA
Tutor

Fall Semester 2009

- ◆ Tutored students in homework and taught mini lessons on reading

WORK HISTORY

Equipment Personnel, Spring Mountain Ski Resort, Spring Mountain, PA
Lifeguard/Swim Instructor, Souderton Pool, Souderton, PA

Winter 2006-2011
Summer 2006-20010

SERVICE EXPERIENCE

Bowl for Kids
CitySERVE, King's College

Spring 2010, 2011
Fall 2010

ACTIVITIES

King's College Varsity Soccer, Captain (1 year)
King's College Education Club
Loch Lomond Youth International Soccer Tournament
Schwan's USA Cup International Youth Soccer Tournament

2008-Present
2009-2012
2007
2006

Kevin M. Brennan

1234 Apple Tree Lane, Forty Fort, PA 18704 // kevinbrennan@kings.edu // (570) 709-6469

Profile

Charismatic, motivated professional who focuses on creating strategic political relationships as well as communicating with and understanding a diverse constituency. Proven leadership experience both on and off campus. Seeking admission to Graduate School of Public & International Affairs in order to enhance knowledge and gain experience of policy administration in the government and private sectors.

Education

King's College/ Wilkes-Barre, PA Graduation: May 2012
Bachelor of Arts in Political Science with a minor in International Studies GPA: 3.77
Dean's List (all semesters); King's College Aquinas Society; Pi Sigma Alpha (Political Science Honors Society)

Educational Highlight

Study Abroad in Northern Ireland/Coleraine, UK Fall 2011

- Received Irish American Scholarship to study at the University of Ulster, Coleraine for the semester
- Experienced and learned the culture of the community as well as nearby countries and societies
- Attended course modules and gained knowledge of various subject matters

Related Experience

State Senator John Yudichak/ Nanticoke & Wilkes-Barre, PA January 2012 to Present
Constituent Services Representative

- Research state resources needed to fulfill individuals inquiries
- Compile and organize relevant media articles that pertain to current state and local issues
- Aid constituents in filling out proper paperwork and ensure paperwork reaches the appropriate parties
- Contribute to the future developments of Senator Yudichak's term through public and private events

Student Intern September to December 2010

- Organized and ensured that the campaign office functioned in an efficient manner
- Aided constituents in questions and concerns regarding Representative Yudichak's campaign
- Organized and directed volunteers to distribute flyers on Election Day
- Ensured volunteer comfort at each of the polls on Election Day

Social Security Administration/ Wilkes-Barre, PA June to August 2010

Student Intern

- Processed and ensured the accuracy of incoming Social Security forms
- Prepared mailings for Social Security beneficiaries

Work History

King's College Financial Aid Office/ Wilkes-Barre, PA January 2009 to December 2011

Student Aide

First Hospital Wyoming Valley/ Kingston, PA August 2008 to March 2011

Front Desk

Leadership Experience

King's College Global Landscapes Conference Presenter Spring 2012
Student Government Executive Board Vice President Spring 2011-2012
Student Government Director of Clubs and Organizations 2010-2011
Orientation Assistant 2010-2011

William Doyle

456 Mountain Road | Great Meadows, NJ 07838
(201) 555-1212 | williamdoyle@kings.edu

PROFILE

Aspiring Physician Assistant who demonstrates ethics, compassion, and self-motivation. Enthusiastic individual who seeks challenges and values gaining comprehensive knowledge. Developed excellent time management skills and has observational experience with laboratory, operating room, and emergency room environments. Gains personal satisfaction from helping and relating to others.

EDUCATION

King's College, The College of Arts and Sciences, Wilkes-Barre, PA
Bachelor of Science in **Neuroscience** with a minor in **Biology**
Dean's List (3 semesters)

Graduation: May 2012
Overall GPA: 3.252

RELATED EXPERIENCE

Skylands Orthopaedics, Hackettstown, NJ

Admissions Desk

Dec. 2009 – Aug. 2010

- Greeted and checked-in patients, assisting them with paperwork
- Contacted various insurance companies to complete pre-authorizations and follow up on payments
- Utilized Medisoft software to input patient data and information

Pre-Professional Clinical Experience Hours; Michael A. Smith, MD & John W. Murphy, MD

Fall 2009 – Spring 2010

- Observed physician's day-to-day responsibilities in an office and operating room environment.
- Completed over 500 hours of shadowing and observation of surgical and office procedures.
- Gained knowledge of the field of orthopedics and sports medicine through observing specialty procedures such as diagnostic testing and various surgeries.

Saint Barnabas Medical Center, Livingston, NJ

Fall 2008

Pre-Professional Clinical Experience Hours; Jessica B. Summers, PA General Medicine

- Observed a physician assistant's day-to-day responsibilities in an emergency pediatric environment.
- Completed 14 hours of shadowing and observation of duties in the pediatric emergency unit.
- Gained knowledge in the field of general medicine through observing many different patient exams and treatments.

Hackettstown Regional Medical Center, Hackettstown, NJ

Spring 2008

Job Shadowing; Dr. Paul T. Davidson, MD, Anesthesiology

- Observed a surgeon's, physician assistant's, and anesthesiologist's day-to-day responsibilities in a hospital environment.
- Completed over 25 hours of shadowing and observation of many different surgical procedures.
- Acquired knowledge in the field of medicine through observation of surgical specialty procedures such as skin grafts, kidney stone removal, hysterectomies, etc.

WORK HISTORY

Applebee's Neighborhood Bar and Grill, Hackettstown, NJ

October 2007 – Present

Server

VOLUNTEER EXPERIENCE

King's College WinterSERVE (Austin, TX)
King's College CitySERVE (Wilkes-Barre, PA)
Halloween Havoc (Wilkes-Barre, PA)

ACTIVITIES

Biology Club
Neuroscience Club
Student Government Class of 2012 Vice President

COMPUTER EXPERIENCE

Minitab Solutions; Medisoft; Microsoft Word, Excel, PowerPoint; Photoshop