honors CAROLINA
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Honors Carolina Resume Guide

On average, employers spend just **5-7 seconds** reviewing a resume. Does your resume quickly convey, in an easy-to-read manner, the info that employers care about most?

This guide is applicable across a wide variety of fields. Remember that some schools or departments within UNC, such as Kenan-Flagler, have their own requirements or recommendations for writing resumes. Generally, if their guidance conflicts with something in this guide, you should follow their more specific guidance over what's written here.

Need help? Talk to an Honors Carolina Coach!

Schedule a meeting with an Honors Carolina Coach to discuss any resume questions, including creating your first resume, tailoring your resume to a particular position, or deciding what to keep versus what to delete. Honors Carolina Coaches are available year-round to meet with you.

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Updated Fall 2023

Format

Your resume is more likely to stand out if it is easy to read and tailors your experiences, skills, and qualifications to the desired opportunity. Although resume formats can vary by industry, we recommend the following for all students:

- 1 page, max (but can be longer in some circumstances, such as applying to graduate school, research roles, or some government roles)
    - Tip: Some people have a "kitchen sink" resume that lists *everything*, and then they cut and paste from that bigger resume to create a shorter version as needed
- 1 inch margins are ideal, but no smaller than 0.5 inch
- Use simple, professional, black-and-white formatting (exception for certain creative industries)
    - Avoid fancy, overly-artful elements
    - Choose 1 professional font, such as Times New Roman, Arial, or Calibri
    - Keep all text the same size (somewhere in the range of size 10-12), except the header and section headings can be larger than other text
    - Use italics, underlining, and bolding to create variety
- Don't overcrowd the page with too much text- An over-crowded page is difficult for the reader to quickly digest
- Consider aligning dates along the right margin, to easily give the reader a sense of chronology (and reminder to list roles in reverse chronological order, from most recent to least recent)
- Organize your info into sections, such as Education, Experience, and Skills (detailed below)
- Proofread, proofread, proofread- Your spelling and grammar must be flawless
- Consistency is essential- Your formatting—including punctuation, spacing, indenting, the order in which you list things, and use of italics/bold/underline— must be consistent throughout the document
    - For example, if your first work role listed has bold for the role and organization, then a hyphen, and then the location without bolding, then you should follow that format for all of your work roles
    - Tip: When you think you are done, do a check just for whether every element of the resume is formatted consistently

What About a Curriculum Vitae (CV)?

Some roles or employers (such as roles in academia, research, and medical or science fields, and employers abroad) may ask for or expect a curriculum vitae (CV) instead of a resume. This guide focuses on resumes rather than CVs. While some of the information here will still apply to CVs (such as writing great bullet points), other information will not. CVs are typically longer than resumes, include more information rather than leaving certain items off for the sake of saving space, and include additional sections beyond those listed here. Information about CVs is available from University Career Services

(https://careers.unc.edu/students/resumes-and-letters/resumes-and-cvs) and the Gillings School of Global Public Health (https://sph.unc.edu/students/revamp-your-resume-or-cv/), and you may want to check with your own school or department for additional information.

Tailor Your Resume

Tailor the resume as needed to best feature the sorts of experiences and skills that are most relevant to the opportunity. You should make changes to your resume based on the position you're applying for.

- Note the keywords and most important skills featured in the job posting, and frame your experience using those terms
- Think about how to group your experiences and title your experience sections- For example, if you're applying to a policy role, you might want to list your policy experience in a section called "Policy Experience" and your other roles in a section called "Additional Experience"

Resume Heading

The resume heading is at the top of the resume. Set your name and contact info apart from the body of the resume. Include:

- Phone number: Include only one, with a professional voicemail
- Email address: Professional address that you check regularly; we recommend using your UNC one
- LinkedIn, Github, or other digital portfolio link (if you're happy with how it looks): Include the actual spelled out web address, not just a hyperlink
  - o Tip: Customize your LinkedIn URL to remove the random letters/numbers that appear at the end
- Address: Typically, city and state are sufficient and full address is not needed; think strategically about whether to list your hometown or college town, based on the location of the sorts of opportunities you're applying to
- *Don't* include a photo of yourself

Summary/Profile Section and Objective Statement

Some people include a summary section (also called a profile section) after their resume heading, stating their key attributes in bullet form or using short phrases. You can see an example of this section in one of the sample resumes at the end of this guide. While this section is welcome and/or preferred in certain fields (such as public health) other fields tend not to like such a section (such as finance). We generally recommend *not* including this section, unless you have reason to believe your field or that particular employer wants you to include this section. The resume is only 1 page, so the summary section often uses up precious space repeating info the reader will see a few seconds later in other parts of the resume.

If you are including this section, make sure it uses bullet points or short phrases; do not

use complete sentences. This section should summarize the most important skills/attributes needed for the role, such as: high-level descriptions of particular skills (for example, experience with particular sorts of analysis, research, working with certain groups, planning, or logistics), skills with certain languages or technologies, and certifications. This section should be tailored to that role and only list things relevant to that role. And if you are mentioning particular experience (such as experience carrying out certain tasks), it's important to back up that statement by included relevant details in the rest of the resume.

Some people include an objective statement in their resume, such as "Hoping to achieve a career in X." We generally recommend *not* including this. The cover letter is a better place to talk about your goals.

Education and Honors/Awards Section

- Include full university name, location, degree, major(s), minor/concentration, date of graduation or beginning and ending dates of education, and GPA (if you're happy with it)
- GPA: Go two places beyond the decimal and never round up–03.859 is 3.85; you may highlight your major GPA and cumulative GPA, but some at UNC recommend not listing your GPA unless it's above 3.5
- Add study abroad here, including institution, focus, and dates
  - If study abroad included an internship, list internship in experience section
- Honors/awards can be part of the Education section or its own section
  - For example, include Honors Carolina, Dean's List, and scholarships
- For honors/awards, add date, if relevant, and a short description, otherwise the reader won't know what it is or appreciate its value/relevance; however, a description isn't needed for obvious or self-explanatory items, like Dean's List-Refer to section later in the guide for sample descriptions
- You may want to list relevant coursework or projects, either in the Education section or as its own section(s)
  - This is especially helpful if your resume is otherwise sparse or you are short on relevant experience
- Should you list high school?
  - Employers care way more about what you've done in college than what you've done in high school
  - It's okay to include high school info if your resume is otherwise too sparse
  - Generally, remove high school info no later than fall of your third year of college, but it can be removed earlier if you need to create room
    - Work experience during high school can stay on your resume longer, if it's relevant and you have space
  - Be strategic about what you choose to list about high school, if anything
    - For example, leadership in a club that closely aligns with your major could be a better choice to include than a high school sport or an award that has nothing to do with your major

Experience Section

- "Experience" can include paid work, student group involvement, volunteering, and internships
- Include position/role, name of organization, location, and date range, followed by a summary of your experience in bullet form
- You might also include a 1-line description of the organization if it's not widely known (before your first bullet point), or incorporate that description into one of your action-oriented bullet points

Split up your experiences strategically

We suggest splitting up your experiences into multiple sections, based on the role you're applying for, so you can best feature the most relevant experiences earlier in the resume.

- For example, if applying to a research role, you might list your research roles in a section called "Relevant Experience" and your restaurant job in a section called "Additional Experience"
- Section title options include:
  - Experience
  - Professional Experience
  - Relevant Experience
  - Additional Experience
  - Campus & Community Involvement
  - Research Experience
  - Communications Experience (or another title that highlights a relevant skill they're looking for)
  - Leadership Experience
- Within each section, list roles in reverse chronological order (so current roles first, and least recent roles last)

Write strong bullet points

Use bullet points to demonstrate your skills, scope of work, and impact. The bullets should focus on what you did, not merely describe what the organization does. The best bullets are detailed and explain the significance of the work, results, and numerical components, if relevant. Examples are later in this guide. Also:

- Start each bullet with an action verb- See list of action verbs later in this guide
  - Use first-person tense, without "I" (such as "Organize meetings...")
- Use present tense to describe current experiences and past tense for concluded experiences
- Consider using the PAR Model to guide you in writing – Problem, Action, Result: what were you tasked with doing, what actions did you take, and what were the results?
- Frame your experience in terms that the employer will care about, based on the

job posting, using keywords they use
- Bullets should be concise, easy for the reader to follow, and not full sentences
- Avoid using "helped with"- Generally, if you "helped with" an activity, it's also accurate to say you actually did the activity, so just say that
    - Also, showing how you applied learning is better than just saying you learned something
- Avoid using pronouns (I, my, our, we, etc.)
- Avoid having just one or two words on the second line of a two-line bullet- That's an inefficient use of a whole line
- The number of bullet points will vary depending on how much you did in the role and how much you want to feature it; generally, aim for 2 to 4 bullets per role

Writing about service industry work
Working in retail, food service, or other similar roles is a great way to build transferrable skills, which are skills valued by employers across many professional industries.

- When writing about these roles on a resume, think about ways to highlight transferrable skills you gained, including:
    - Communication
    - Leadership
    - Attention to detail
    - Problem-solving
- For example, instead of "Worked cash register and checked out customers," you could try something like "Provided exceptional customer service while responding to customer questions, solving problems, and completing cash register transactions"

Additional Information and Skills Section
- You may want to include this section to highlight language skills, technical skills (such as computer programs or programming languages), and certifications
- Include level of proficiency (beginner, proficient, fluent, etc.) and date of certification/licensure when relevant
- Can also list publications here, or in their own section
- Some people list "soft skills" (such as problem-solving and time management) here; opinions differ, but some recommend not listing those here and instead making sure those skills are reflected in your bullets in the experience section(s)
- Some people list interests, especially if their resume is otherwise sparse
    - Interests can be a nice gateway to having the reader understand you as a person, but less people are listing interests
    - If you include interests, be thoughtful about what you list

Where to Find Templates to Save Time Formatting
Honors Carolina has easy-to-use Word templates for all the sample resumes that appear at the end of this guide. You can access those Word templates (which appear together

in a single document) via the Resources tab on Go Anywhere (use keyword "templates").

Templates are a great place to start for formatting your resume, but we recommend you customize thoughtfully to fit your needs.

Honors, Awards, and Study Abroad Descriptions

When listing awards, honors, fellowships, and study abroad, add a description that gives the reader context. Otherwise the reader may not know the impressiveness or relevance of what you listed.

Item	Sample Description
Honors Carolina	Competitive, four-year academic program enrolling 10% of each class
Buckley Public Service Scholar	Recognized for scholastic achievement and completion of 300 hours of community service
Burch Fellowship	Awarded $6,000 grant to develop two mobile applications for rural health care clinics in Peru
Carolina Blue Fellowship	Awarded $5,000 grant to pursue an international sports marketing internship with the India Premier Cricket League
Chancellor's Science Scholar	Highly selective merit-based STEM scholarship program
Honors Cape Town	Completed a 4-month study of the achievements, complexities, and challenges of post-apartheid South Africa and interned 30 hours a week
Honors London	Completed a 4-month, immersive study of British art, politics, and history while completing a 20-hour weekly internship in Parliament
Honors Silicon Valley	Completed a 4-month immersive study of innovative enterprises and entrepreneurship while completing a 30-hour weekly internship at a tech startup
Honors Washington, DC	Completed a 4-month immersive study of public policy and global affairs while engaging in a 4 day/week internship on Capitol Hill
Morehead-Cain Scholar	Fully funded four-year educational experience for exceptional student leaders including summer and other enrichment programs, awarded to less than 1% of each incoming class
Robinson Fellowship	Awarded grant to travel to Spain and study medieval texts pertaining to the art of healing throughout the ages
Taylor Faculty-Mentored Summer Research Fellowship	Awarded grant to study plutonic and volcanic rocks through mineral scale isotopic fingerprinting
Weir Fellowship	Awarded tuition and board for semester-long intensive Mandarin language study and interned for 8 weeks at the Beijing Cultural Heritage Protection Agency
Will Froelich Honors Fellowship Program	$7,500 award for highly-motivated students to pursue study abroad, internship, research, or community service opportunities; program also includes monthly networking events, leadership roles, and career coaching

Strong Bullet Point Examples

Use strong bullet points to explain your experiences in a compelling way. Here are some examples:

Sky Triangle Enterprises, Raleigh, NC   Spring 2020
Intern
- Collaborated with a team of 6 programming interns to develop new "AI" products aimed to increase online business security
- Utilized C++ and Deeplearning4j on projects devoted to detecting fraud and recognizing images for outside businesses
- Presented project work to executive board members at end of the semester and received "Top Intern" award for Spring 2020

Adidas Headquarters, Herzogenaurach, Germany   Summer 2022
Financial Analytics Intern
- Reviewed store chargebacks to determine shipping and packaging violations, targeting inefficiencies and ultimately recording the recovery of $3,800 dollars of shipping costs
- Audited expense reports and matched against receipts to ensure reconciliation of money owed
- Performed accounting of store inventory on a daily basis and compiled monthly projections of inventory needs to improve on-hand inventory

Khayelitsha After School Program, Cape Town, South Africa   Spring 2019
Intern
- Tutored and mentored approximately 120 students ages 8-11 in math, science, and nutrition
- Organized a two-week soccer tournament with 6 teams from local schools
- Secured sponsors for tournament to provide each participant with a jersey and a new soccer ball

Honors Carolina offers students extraordinary global, academic, and faculty-mentored research opportunities that foster transferable skills. Here are bullet examples from Honors-specific opportunities:

Burch Fellowship	• Developed two mobile applications in Mandawa, India to improve accessibility to health care clinics
Burch Field Research Seminar	• Analyzed relationship between implementation of smart technologies in the Netherlands and energy consumption to identify best practices
Carolina Blue Fellowship	• Launched social media campaign for the India Premier Cricket League resulting in 5% increase in ticket sales
C-START	• Designed a 13-week honors seminar, "Landmark Discoveries in Molecular Biology and Genetic

	Engineering," which was included in the UNC-Chapel Hill fall 2020 semester course catalogue
Honors Thesis	• Collated historical information about individuals, families, and events during the Antebellum South using audiotapes, videotapes, and interviews to uncover the hidden cultural identity of the South
Taylor Faculty-Mentored Summer Research Fellowship	• Collaborated with European biologists in a lab setting, gaining an appreciation for European perspectives on methods to address and curtail biological implications of carbon emissions
Weir Fellowship	• Facilitated educational seminars for students, artists and architects, lawyers, tourism industry representatives, journalists, community leaders, and government bureaucrats to raise awareness and support preservation of China's rich cultural heritage
Will Froelich Honors Fellowship Program	• Visited 10 US National Parks to document the effect of recent climate change events using personal interviews and photographs

List of Action Verbs to Start Your Bullet Points

We recommend starting each bullet point with a strong action verb and that you avoid using the same verb too many times. Use this list to help strengthen your bullets and create verb variety.

Leadership

Accomplished	Counseled	Headed	Promoted
Achieved	Delegated	Implemented	Provided
Acted	Delivered	Improved	Recruited
Administered	Demonstrated	Increased	Reinforced
Advised	Educated	Influenced	Reorganized
Attained	Encouraged	Initiated	Represented
Chaired	Enforced	Inspired	Served
Championed	Engaged	Launched	Strengthened
Clarified	Enhanced	Led	Supplied
Coached	Exceeded	Monitored	Taught
Conducted	Executed	Motivated	Trained
Contributed	Facilitated	Organized	Tutored
Controlled	Fostered	Planned	
Coordinated	Guided	Prepared	

Teamwork

Adapted	Coordinated	Interacted	Reinforced
Administered	Counseled	Joined	Reorganized
Advised	Encouraged	Launched	Represented
Allocated	Engaged	Motivated	Strengthened
Assisted	Executed	Participated	Supported
Coached	Facilitated	Planned	Taught
Collaborated	Fostered	Provided	Trained
Consulted	Guided	Recruited	Tutored
Contributed	Inspired	Referred	

Communication

Addressed	Consulted	Instructed	Persuaded
Advertised	Convinced	Interpreted	Presented
Advised	Corresponded	Interviewed	Promoted
Advocated	Dedicated	Introduced	Publicized
Annotated	Delivered	Lectured	Reconciled
Answered	Directed	Lobbied	Recorded
Articulated	Drafted	Marketed	Responded
Authored	Edited	Mediated	Translated
Briefed	Explained	Moderated	Wrote
Clarified	Facilitated	Motivated	
Communicated	Graphed	Negotiated	

Problem-Solving

Aided	Extracted	Rectified	Revitalized
Alleviated	Finalized	Reduced	Revived
Ameliorated	Fulfilled	Refined	Settled
Augmented	Generated	Reformed	Solicited
Counseled	Identified	Rehabilitated	Solved
Customized	Interceded	Reinforced	Streamlined
Debugged	Invented	Remedied	Strengthened
Eased	Lightened	Remodeled	Supplemented
Elevated	Polished	Repaired	Transformed
Enlarged	Procured	Restored	
Extended	Reconciled	Retrieved	

Initiative

Accelerated	Created	Increased	Multiplied
Accomplished	Dedicated	Initiated	Overhauled
Achieved	Demonstrated	Innovated	Revamped
Acquired	Enriched	Inspired	Revised
Advanced	Established	Introduced	Updated
Bolstered	Expanded	Launched	Upgraded
Boosted	Expedited	Minimized	
Built	Implemented	Mobilized	
Coordinated	Improved	Modified	

Analytical

Analyzed	Constructed	Examined	Observed
Appraised	Converted	Forecasted	Originated
Assessed	Defined	Formulated	Perceived
Audited	Determined	Identified	Predicted
Balanced	Developed	Inspected	Researched
Calculated	Diagnosed	Integrated	Reviewed
Compared	Enhanced	Interpreted	Synthesized
Compiled	Enlarged	Investigated	Tabulated
Computed	Enlightened	Mapped	Utilized
Conceived	Evaluated	Merged	

Flexibility

Acclimated	Amended	Converted	Revised
Accommodated	Anticipated	Evolved	Reworked
Adapted	Balanced	Grew	Tailored
Adjusted	Changed	Improvised	
Altered	Complied	Modified	

Technical

Assembled	Constructed	Maintained	Repaired
Built	Designed	Operated	Upgraded
Calculated	Devised	Overhauled	
Coded	Engineered	Programmed	
Computed	Fabricated	Remodeled	

Organization

Adjusted	Coordinated	Planned	Selected
Allocated	Delegated	Prioritized	Simplified
Analyzed	Directed	Produced	Solved
Arranged	Executed	Programmed	Streamlined
Assembled	Maintained	Reduced	Strengthened
Assigned	Managed	Reorganized	Structured
Balanced	Monitored	Responded	Supervised
Chaired	Operated	Reviewed	Tracked
Consolidated	Organized	Revised	Trained
Consulted	Oversaw	Scheduled	

Creativity/Innovation

Assembled	Drafted	Instituted	Remodeled
Built	Established	Integrated	Repaired
Charted	Expanded	Invented	Replaced
Composed	Fashioned	Launched	Restructured
Conceived	Formulated	Mapped	Revamped
Conceptualized	Founded	Merged	Revitalized
Created	Generated	Modified	Shaped
Cultivated	Identified	Modernized	Simplified
Customized	Illustrated	Performed	Standardized
Designed	Implemented	Prepared	Streamlined
Developed	Improved	Produced	Styled
Devised	Incorporated	Redesigned	Transformed
Directed	Initiated	Refined	Updated

Ideally, the header and dates should be aligned along the same point on the right margin. Sometimes Word will mis-align these when opening this file on different computers. Please be sure to correct this as needed on any final resume you create.

FIRST NAME I. LAST NAME

email@unc.edu
919-555-5555
Linkedin.com/sample

EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   Expected May 2027
Bachelor of Arts: Economics
Minor: Entrepreneurship
- **Honors Carolina -** Highly selective academic program admitting 10% of each incoming class
- **Carolina Scholar -** Recipient of full merit-based scholarship based on academic achievement and leadership
- **Relevant Coursework -** Advanced Macroeconomics; Global Entrepreneurship

RELEVANT EXPERIENCE

Community Liaison, UNC Young Entrepreneurs Club   Aug 2023 - Present
- Act as club representative for Student Union and edit Club's vision and growth strategy
- Plan and schedule 7 site visits with local entrepreneurship companies for 75+ club members, including handling travel to site and prep with company representatives

Community Events Committee Member, Honors Carolina Student Assoc.   Aug 2023 - Present
- Manage logistics for events serving the Honors Carolina community, including social and networking events with 50+ attendees each
- Solicit student feedback about events to improve future activities

Student Council President, East Chapel Hill High School   May 2022 - May 2023
- Led overall strategic vision for Student Council, oversaw monthly events, and ensured goals for school operation improvement were achieved, including improvements to school's exam accommodations policy
- Organized bi-weekly executive team meetings and resolved team member questions

ADDITIONAL EXPERIENCE

Server, Hops Burger Bar   Aug 2021 - June 2023
- Provided excellent customer service at busy Chapel Hill restaurant by promptly fulfilling customer orders, correcting order inaccuracies, and answering customer questions
- Contributed to efficient team functioning by seeking to clarify manager/staff communications and assisting with operational adjustments required by Covid-19

ADDITIONAL INFORMATION

Computer Skills: C++ (basic), Microsoft Excel (advanced)
Language Skills: French (advanced written and spoken)
Interests: Soccer, global travel, recipe development, cooking, & posting culinary content

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EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   Expected May 2026
Bachelor of Arts: Public Policy and English
Minor in Spanish for the Professions
GPA 3.65
- **Honors Carolina -** Highly selective academic program admitting 10% of each incoming class
- **Buckley Public Service Scholar (in progress) -** Recognition based on scholastic achievement and completion of 300 hours of community service

POLICY EXPERIENCE

Student Advisory Committee to the Chancellor – Chapel Hill, NC   Spring 2023 - Present
Member
- Engage in conversation with fellow UNC students to identify areas for institutional improvement, including regarding campus accessibility
- Serve as liaison between UNC Chancellor and student body to increase administration's awareness of areas of student satisfaction and concern
- Research and identify administrative avenues to remediate student concerns

Project for "Policy Innovation & Analysis" (PLCY 210) – Chapel Hill, NC   Spring 2023
- Completed policy proposal and 20-page supporting report regarding innovative policy solutions for improving career readiness in public universities, synthesizing original research and creative problem-solving

LEADERSHIP & COMMUNITY INVOLVEMENT

Carolina Student Legal Services – Chapel Hill, NC   Summer 2023
Client-Intake Intern
- Conducted client intake interviews to identify eligibility for legal aid services
- Assembled client documents in order to ensure proper record keeping
- Communicated with new clients to create a relaxed and welcoming atmosphere

The Sandbox – Durham, NC   Summer 2022
Community Engagement Facilitator
- Assisted with set-up of classroom to create a welcoming environment for elementary-aged children participating in arts-focused classes
- Prepared materials for class activities to ensure availability of supplies
- Engaged in general administrative tasks as assigned by director

Table – Carrboro, NC   Dec 2021 - May 2022
Volunteer [non-profit delivering healthy meals to individuals in need]
- Delivered meals to community centers to ensure food-insecure children received well-balanced meals
- Assisted with meal set-up and distribution in order to ensure timely service

ADDITIONAL INFORMATION
Technology Skills: R, Stata
Language Skills: Spanish (proficient)
Certifications: American Red Cross CPR & First Aid, Bloomberg
Interests: Soccer, global travel, recipe development, cooking, & posting culinary content

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EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   Expected May 2025
Bachelor of Arts in Economics with second major in History, GPA: 3.85

- **Honors Carolina -** Highly competitive, four-year academic program enrolling 10% of each class
- **Honors Carolina Blue Fellowship -** Awarded $5,000 grant to pursue international sports role with Adidas

RELEVANT EXPERIENCE

UNC Management Company – Chapel Hill, NC   Aug 2023 - Present
Annual Reports Intern

- Produce fiscal year reports for the UNC Investment Fund to improve organization's understanding of expenditures and budgetary needs for 2022-23 academic year
- Aggregate fund data and calculated cost estimates to ensure premium, cost-efficient production

Adidas Headquarters – Herzogenaurach, Germany (remote)   Summer 2023
Financial Analytics Intern

- Reviewed store chargebacks to determine shipping and packaging violations, targeting inefficiencies and ultimately recording the recovery of $3,800 dollars of shipping costs
- Audited expense reports and matched against receipts to ensure reconciliation of money owed
- Performed daily accounting and compiled inventory projections to improve on-hand inventory

Bloomberg News – New York, NY (remote)   Summer 2022
Stocks Desk Intern

- Contributed to 50+ articles about stock market activity, single-stock options, and investing trends
- Compiled market and economic data on Bloomberg Anywhere about various subjects such as market volatility, trading volume, and afterhours option chains

LEADERSHIP & COMMUNITY INVOLVEMENT

Phi Alpha Delta Pre-Law Fraternity – Chapel Hill, NC   Jan 2022 - Present
Vice President and Philanthropy Chair (Aug 2023 - Present); Member

- Manage each semester's budget of approximately $10,000 to ensure proper balance and distribution
- Organized 5K event to benefit local legal services nonprofit, raising over $2,000

A Drink for Tomorrow – Chapel Hill, NC   Oct 2021 - May 2023
Co-Director of Finance (Aug 2022 - May 2023); Member

- Managed annual budget of approximately $1,200 to ensure sound spending practices
- Formed partnerships with local businesses and rotaries to raise awareness of global water issues

SKILLS: Bloomberg Certification (2022)

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Github.com/sample | Linkedin.com/sample

EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   Expected May 2025
Bachelor of Science in Computer Science, Minor in Mathematics
Major GPA: 3.71, **Cumulative GPA:** 3.56
Related Coursework: Computer Organization, Data Structures, Advanced WWW Programming, Fluency in Information Technology, Linear Algebra, Discrete Mathematics
Honors: Dean's List **-** Fall 2022, Spring 2023
            Honors Carolina **-** Highly competitive academic program admitting 10% of each incoming class

TECHNICAL SKILLS

Programming Languages: Java, C, C++, C#, Visual Basics, HTML, CSS, ML, PHP
Operating Systems: Windows XP/Vista/7/8/10, Linux
Databases: MySQL, Oracle, Cloudscape, Sybase SQL Anywhere

RELEVANT EXPERIENCE

Open Source Contributor | Apache Software Foundation   June 2022 - Present
- Add more than 250 lines of XML code to Apache Cocoon Web development framework and update library for Apache Commons to advance the progression of the Apache Cocoon single-based framework

Intern | RESTtime   Summer 2023
- Collaborated with a team of 4 other undergraduate researchers to develop a fully functional web application with a dynamic **Javascript-**based front-end, an AJAX-based communication with a RESTful server-side API, a relational database that stores back-end application state, and an ORM layer to access data in the database
- Designed the front-end using statistical computing and visual analytics, improving the aesthetic experience for users of the web application

Lecture Gauge | Pearl Hacks   June 2022
- Collaborated on a team of students from 5 different universities to create a web application to increase communication between students and professors during lectures
- Created front-end using **HTML**, **CSS**, and **JavaScript** so users could see and interact with the application

Personal Project | Journey Onward Mini-game   Nov - Dec 2021
- Created a mini-game in **C#** for Xbox with immersive music and sound effects to improve gaming experience
- Generated random map based on 2D array with multiple pages for the user to traverse on their journey west

Bridge Animation Project | Foundations of Programming Class   Aug - Dec 2021
- Coded a massive, semester-long interface program in **JavaScript** that takes user input to animate the bridge-crossing scene from *Monty Python and the Holy Grail*
- Incorporated advanced **JavaScript** features such as threads and synchronized methods, wait and notify, graphics (painting) views, generics, and exceptions

TEACHING AND MENTORING EXPERIENCE

Teaching Assistant | UNC Computer Science Department   Spring 2023
- Mentored and assisted over 275 Introduction to Programming students, explaining challenging concepts to improve students' understanding and ability to program using introductory techniques
- Coordinated with 6 other teaching assistants to ensure availability and timely feedback for all students

CAMPUS INVOLVEMENT

Technology Chair | Design for America   May 2023 - Present
- Create and update chapter web page to raise campus awareness of Design for America
- Provide technical and overall input to the executive board to support project development

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Linkedin.com/sample

EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   Expected May 2025
Bachelor of Arts in Sociology, Minor in Anthropology, GPA 3.7
- Honors Carolina - Highly competitive academic program admitting 10% of each incoming class
- Dean's List - All semesters

Honors Abroad London (Fall 2022): Contributed to a rigorous, immersive study of British politics and history while completing a 30-hour weekly internship at a London nonprofit

RELEVANT EXPERIENCE

Carrboro Community Health Center – Carrboro, NC   Summer 2023
Community Outreach Coordinator
- Translated health plans for Spanish-speaking patients to ensure clarity and understanding of medical treatment details
- Prepared case studies on livelihood and illnesses of approximately 50 community members to raise awareness of populations receiving inadequate health care
- Collaborated on HIV/AIDS training for over 30 women to increase awareness of preventive measures

Volunteer Interpreter/Scheduler   Spring 2023
- Provided interpretation services between staff and patients to ensure clear and accurate understanding
- Scheduled appointments and maintained appointment records to support office administration

ADDITIONAL EXPERIENCE

Room to Read – London, England   Fall 2022
Children's Storyteller
- Facilitated readings with groups of 20+ students to instill a passion for reading
- Organized book clubs with 5 primary schools to improve literacy levels among young children
- Developed marketing materials to promote outreach events, resulting in 10% increase in program attendance

Miracle Feet – Carrboro, NC   Sept 2021 - June 2022
Development Volunteer [nonprofit providing clubfoot treatment and care to children]
- Researched prospective grant opportunities to identify funding sources aligned with organizational goals
- Drafted and edited development materials including end-of-year grant reports and annual reports circulated to donors and supporters
- Managed donor database, inputting gift data, maintaining accurate records, and troubleshooting technical issues to ensure accuracy

ADDITIONAL INFORMATION

- Languages: Spanish (fluent)
- Certified in American Red Cross CPR & First Aid (2021)
- Trainings: Project Proposal/Grant Writing workshop (ABC Training Company, 2021); Budgeting/Finance workshop (ABC Training Company, 2021)

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EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   Expected May 2024
Bachelor of Science in Health Policy and Management; Minor in Medicine, Literature, and Culture
GPA: 3.86
   Honors Carolina - Highly competitive program admitting 10% of each enrolling class at UNC

UNC Office of Emergency Medical Services   May 2023
Emergency Medical Technician - Basic Certification

RELATED EXPERIENCE

UNC Health System – Chapel Hill, NC   Summer 2023
Practice and Quality Innovation (PQI) Intern
- Assisted the PQI Manager in tasks relating to quality improvement projects across various clinics in the UNC health care system, including measuring performance baselines and setting improvement targets
- Took the lead in upgrading the PQI newsletter to a web-based platform
- Interviewed over 50 ER patients on how to improve overall hospital experience
- Compiled results of interviews and presented to PQI team in PowerPoint format

SHADOWING EXPERINCE

UNC Radiology – Chapel Hill, NC: Dr. Jane Smith - Fall 2023 (45 hours anticipated)
Pinehurst Pediatrics – Pinehurst, NC: Dr. Pat Clark - Spring 2022 (10 hours)

RESEARCH EXPERIENCE

UNC Medical School – Chapel Hill, NC   Summer 2022
Taylor Faculty-Mentored Summer Research Fellow
- Researched elderly patients and the potential roles that writing and sharing personal stories may have in promoting health and healing; PI: Dr. Susan Carolina
- Awarded Taylor Faculty-Mentored Summer Research Fellowship, a highly competitive research grant through Honors Carolina worth $4,000

VOLUNTEER EXPERIENCE

Medical Dialogue – Chapel Hill, NC   Spring 2022 - Present
Board Member
- Serve as one of nine Board members for an academic community of 40+ pre-medical students dedicated to exploring a holistic view of medicine with a focus on medical humanities and global/public health

UNC Hospitals – Chapel Hill, NC   Dec 2021 - March 2022
Volunteer
- Acted as a liaison between Post Anesthesia Care Unit staff and patients' waiting family members, keeping families informed and at ease
- Performed vital duties in the Emergency Department, including ensuring patient-comfort, replenishing supplies, organizing samples and medications, and facilitating communication between patients and professional staff

SKILLS

Computer: EPIC, Adobe InDesign, Photoshop
Languages: Spanish (intermediate written and spoken)

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PROFILE

Work well autonomously and collaboratively with people from diverse backgrounds • Experienced in curriculum development, policy drafting, and program planning • Organized and resourceful self-starter • Highly adaptable • Straightforward communicator • Fluent in English and Armenian, conversant in basic Spanish • Introductory SAS, First Aid, HIPAA, CITI, Adult/Child CPR and AED certified (May 2021)

EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   Expected May 2024
Bachelor of Science in Public Health (Health Policy and Management) **-** Gillings School of Global Public Health
- Maternal Child Health Training Grant Recipient
- Honors Carolina - Highly competitive academic program admitting 10% of each incoming class

Study Abroad (Dietetics) at Monash University – Melbourne, Australia   Fall 2021

EXPERIENCE

Student Health Action Coalition – Carrboro, NC   Feb 2022 - Present
Community Health Educator
- Counsel community members at local free clinic, discussing STIs, pregnancy prevention, nutrition, exercise, and smoking cessation
- Make referrals to interdisciplinary team to encourage comprehensive appropriate treatment
- Demonstrate breast and testicular self-exam techniques to assist community members with understanding the importance of early detection and proper techniques

Women's Resource Center – Yerevan, Armenia   June 2023 - Aug 2023
Women's Rights and Sexual Health Intern
- Planned and conducted women's rights and health seminars, discussions, and events for local women, providing a safe environment for women to discuss relevant issues
- Updated in Armenian existing health and sexual education curriculum with more relatable material

Introduction to Health Law and Ethics (HMP 330) – UNC Gillings   Fall 2022
Undergraduate Student
- Researched, prepared and presented a substantive policy brief on child hunger issues in the state of Texas; included recommended policy alternatives and analysis of proposed options
- Collaborated on a team to conduct an in-depth analysis on effective programs for people experiencing food insecurity in the US
- Used SAS to conduct preliminary nutritional needs assessment of children ages 2-10 in Texas

CAN-DO Kids Club – Chapel Hill, NC   Feb 2021 - June 2021
Assistant Site Intern (partially remote)
- Corresponded and collaborated with site coordinator and volunteers to facilitate planned activities and foster a supportive environment for the children
- Employed developmentally-appropriate techniques while working 1-on-1 with children to strengthen their reading comprehension, fitness routine, and self-care knowledge

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EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC   May 2023
Bachelor of Science: Biology (with honors); Minors: Chemistry & History; Overall GPA: 3.79; Major GPA: 3.93
- **Honors Thesis:** "The Effect of Air Pollution on Alzheimer's Diagnosis in Europe" (Spring 2023)
  Successfully defended thesis in front of panel of 3 Biology and Chemistry faculty members

Burch Field Research Seminar in Germany, Spain, and Denmark   Summer 2021
- Collaborated with European biologists in a field research setting, gaining an appreciation for European perspectives on methods to address and curtail biological implications of carbon emissions
- Participated in multinational visits and cultural excursions to Berlin, Barcelona, and Copenhagen, learning to adapt and interact with individuals of diverse backgrounds

HONORS

Honors Carolina Laureate: Recognized for completion of Honors Carolina program requirements, in highly competitive academic program admitting 10% of each incoming class
Chancellor's Science Scholar: Recognized for academic performance, leadership qualities, commitment to diversity, and demonstrated interest in science

RESEARCH EXPERIENCE

Lu Lab, Michael Hooker Research Center – Chapel Hill, NC   Jan 2022 - May 2023
Research Assistant
- Conducted molecular-level research to study the interplay between small-ubiquitin like modifier and ubiquitin in stroke response and brain tumor development to better understand the health effects of environmental exposure
- Utilized a variety of techniques including molecular cloning, cell culture, and protein analysis to support collection of all possible exposures over the lifespan

LAB EXPERIENCE

Hanson Research Lab, **UNC Department of Biology** – Chapel Hill, NC   Sept 2020 - Mar 2021
Lab Technician
- Assisted in experimental design setup of sequencing the tau gene in individuals with Alzheimer's disease or Front Temporal Dementia to increase understanding of root cause of respective diseases
- Evaluated sequencing program and clarified ambiguous base calls to ensure record collection accuracy
- Managed data of individual genotypes to analyze the need for further testing
- Observed and assisted a graduate student in preparing specimens for microarray

COMMUNITY ENEGAGEMENT

UNC Honor Court – Chapel Hill, NC   Feb 2021 - May 2023
Vice Chair (Sept 2022 - May 2023), *Member*
- Administered individual Honor Court cases involving academic dishonesty and behavioral misconduct to ensure that all parties are fairly represented
- Analyzed evidence and testimony with 25 Honor Court members to construct a rationale for judgment
- Engaged with Honor Court members, Attorney General staff, faculty, and staff to review policies, procedures and organization structure to improve functionality of the Honor Court

TECHNICAL SKILLS

Column chromatography, Thin layer chromatography, DNA Extraction, Dilutions, Light microscopy, Titration