

ACTING RESUME

101 Main Street, Oberlin, OH 44074, stella.actor@oberlin.edu
449 Hughes Road, Riverville, FL 99402, 405-932-0038

Height: 5'9" | Weight: 170 | Eyes: Dark Brown | Hair: Dark Brown

PRODUCTIONS

<i>A Midsummer Night's Dream</i>	Moth	Civic Theater
<i>The Merry Wives of Windsor</i>	Mrs. Page	Shakespeare Theater
<i>The Man Who Came to Dinner</i>	Ensemble	Seaside Music Theater
<i>Reckless</i>	Pooty	Oberlin College
<i>The Darker Face of the Earth</i>	Narrator	Oberlin College
<i>As You Like It</i>	Audrey	Summer Repertory Theater
<i>Wait Until Dark</i>	Liza	Oberlin College
<i>Into the Woods</i>	Jill	Oberlin College
<i>The Adventures of Pooh</i>	Pooh	MAD Factory
<i>Hansel & Gretel</i>	Gretel	MAD Factory
<i>Alice in Wonderland</i>	Mock Turtle	MAD Factory

TRAINING

BA in Theater	Oberlin College, Oberlin, OH, May 2012 (expected)
Acting:	Jane Doe, John Smith, Harold Lee, Mary Johnson
Movement:	Sam Davis, Chris Smith, Sarah Hill, Mary Olson
Dance:	10 years ballet, 5 years modern, 1 year tap, 2 years jazz

ADDITIONAL EXPERIENCE

*Founding Member, **Rainy Tuesday's** Improv Group, January 2008 – Present*
*Stage Manager, **Seaside Music Theater**, Summers 2009, 2010*

SPECIAL SKILLS

Fluent Spanish, Conversational Italian, Juggling, Gymnastics

Arts Resume

Permanent: 1234 Main Street, Anytown, IL 54321 • (283) 394-2957
Campus: OCMR 900, Oberlin, OH 44074 • joe.student@oberlin.edu

EDUCATION

Oberlin College Conservatory of Music Oberlin, OH, May 2011

- Bachelor of Music in Voice Performance

RELATED EXPERIENCE

Staff Writer; Oberlin College Conservatory of Music Public Relations, April 2009 - present

- Contribute to over 20 articles on the Conservatory website and in *Conservatory News* on upcoming events and student activities, write press releases. Features include a "*Portrait of an Artist*."

Teaching Assistant for Diction Classes; Oberlin Conservatory, September 2008 - Present

- Grade papers for English and French Diction, tutor 5+ students a week in pronunciation convention for a total of 10 hours a week. Classes cover use of the International Phonetic Alphabet and appropriate song literature.

Communications and Marketing Intern; Boston Lyric Opera, Boston, MA, January 2010

- Assisted with marketing and media preparation for the January production and upcoming season. Monitored press coverage of the BLO, prepared press releases (including updates, announcements, and breaking news), created press kits, coordinated publicity photos, and overhauled the publicity archive which included over 300 files. Updated files on major donors, managed incoming ticket-holder data, directed calls and answered questions at the front desk.

Art Department Staff Writer; *The Oberlin Review*, Spring 2009

- Contribute news and reviews to Oberlin College's weekly student publication.

Receptionist/Administrative Assistant; Musical Theater Center, Chicago, IL, Summer 2008

- Managed the office of a dynamic, growing arts organization. Handled all incoming funds, supplied support materials to teachers, and supervised a constant flow of 20 classes and events per day.

BOARDS AND COMMITTEES

Production Stage Director, The Mikado and The Gondoliers; Oberlin Gilbert and Sullivan Players

Secretary, Oberlin Musical Theater Association; Oberlin College

Chair, Accessibility Committee; Oberlin Student Co-operative Association

Manager, Fairchild Co-op; Oberlin Student Co-operative Association

Member, Board of Trustees; Oberlin Student Co-operative Association

AWARDS AND SCHOLARSHIPS

Conservatory Dean's Talent Scholarship, September 2006 - May 2010

First Place, National Association of Teachers of Singing; Ohio Chapter, 2008

National Merit Commended Scholar, 2005

RELATED SKILLS

Languages: French, German, Italian and Sign Language

Computer: Microsoft Office (Word, Excel, PowerPoint), FileMaker Pro, Adobe PhotoShop

Economics Resume

OCMR 0000, Oberlin, OH 44074 • (000) 000-0000 • econresume@gmail.com

EDUCATION

Oberlin College

Oberlin, OH

2007-2011

BA in Mathematical Economics, Minor in Politics

- **GPA:** 3.80
- **SAT I:** Math: 800, Verbal: 750, Writing: 750 **SAT II:** Math II: 800, Physics: 800, Chemistry: 760

Oberlin Entrepreneurship Scholars Program

January 2008

- Interviewed 30+ industry leaders in finance, consulting, and non-profit in New York City, D.C., and Cleveland
- Completed 2 Harvard Business School case studies and a final group presentation on a non-profit business plan

Maastricht University

Maastricht, the Netherlands

Summer Program in European Studies

July-August 2008

- **Coursework:** Economics of European Integration, Intercultural Communication

PROFESSIONAL EXPERIENCE

BlueOrchard Finance S.A. (\$1B microfinance investment management company)

Geneva, Switzerland

January 2010

Analyst Intern

- Evaluated 3 potential investments on the microfinance institutions' social performance and risk management
- Researched on key regulatory and economic factors of Chinese microfinance market for BO's entry
- Produced a report on investment prospects in preparation for managers' due diligence trip to China

Grameen Bank (community development bank; awardee of 2006 Nobel Peace Prize)

Dhaka, Bangladesh

July-August 2009

Microfinance Intern

- Conducted due diligence at 4 village branch offices and wrote 10+ case studies of Grameen's borrowing model
- Researched on the development of Grameen borrowers' economic structure and financial stability

Patron Technology (e-marketing company for arts and non-profit organizations)

New York, NY

January 2009

Marketing Intern

- Consolidated client database and performed market analyses on 100+ arts organizations in New York City
- Developed a promotion plan for the company's new application that utilized social networking sites

LEADERSHIP AND ACTIVITIES

Oberlin Student Finance and Investment Club

Oberlin, OH

Spring 2009-Present

Co-Chair

- Organize and oversee 7 sector teams of equity investments to manage a portfolio of about \$250,000
- Led the restructuring process by implementing SWOT analysis and an incentive system, improved intercollegiate relations and increased weekly meeting attendance by 60%

Office of Career Services

Oberlin, OH

Peer Career Advisor

Fall 2009-Present

- Increased student participation and alumni engagement by developing promotional and educational programs
- Participate on Career Services Strategic Planning Committee as a student representative
- Provide 50+ students with personalized advice on resume, job search and resources navigation

Civic Leadership ExCo (student-led class for 16 student organizers)

Oberlin, OH

Co-Instructor and Coordinator

Spring 2010

- Develop a one-credit weekly course on identified need for building skills (e.g. public speaking, negotiating)
- Coordinate guest lectures and practice sessions

MISCELLANY

- **Honors:** 2010 StartingBloc Fellow • Winner of case study competition (Business & Government: Southwest Airlines) in the 2008 Business Today International Conference (top 2 teams out of 20)
- **Languages:** Mandarin (native) • Korean (basic)

Environmental Resume

OCMR 0000
Oberlin, OH 44074

Environment@oberlin.edu
Cell: (000) 000-0000

EDUCATION

B.A. Environmental Studies, Oberlin College, May 2010

GPA: 3.9/4.0

Related Coursework: Energy Technology, Ecology of Managed and Natural Ecosystems, Environmental Economics, Environmental Analysis in Social Science

RELEVANT EXPERIENCE

Rations Manager, National Outdoor Leadership School (NOLS)
Pacific Northwest Branch, Conway, WA

Summers 2008 & 2009

- Played an integral role on a team of 10 staff responsible for running the school's in-town operations
- Worked with a budget of \$30,000 to plan and purchase all backcountry field rations for summer wilderness and mountaineering courses in Washington state and Canada
- Facilitated delivery of food and equipment supplies
- Coordinated with NOLS India office to plan rations for the Fall Semester in India

Student Researcher, Institute for Central American Developments Studies
San José and Pacayas, Costa Rica

Spring 2009

- Participated in the Field Course in Resource Management and Sustainable Development
- Designed an independent project as part of above program to evaluate the local environmental and economic impact of biodigestors
- Conducted interviews (in Spanish) with 18 biodigestor users in a farming community
- Tested water quality by sampling aquatic macroinvertebrates
- Met with Ministry of Agriculture and Costa Rican Institute of Electricity officials to learn about watershed management plan and biodigestor donation program
- Assisted with installation of a biodigestor

Co-founder, Sustainable Union for Detergents and Soaps (SUDS)
Oberlin, OH

Spring 2007 – Fall 2008

- Organized an campus and community all-natural soap-making group
- Held workshops in a local church and provided education about natural cleaning products
- Distributed our own all-natural laundry soap alternative to chemical laundry detergents

ADDITIONAL EXPERIENCE

Circulation Desk Attendant & Student Supervisor, Oberlin College Library
Oberlin College, Oberlin, OH

September 2007 – present

- Assisted patrons with navigating the library search engine and finding materials
- Engaged in office work such as filing, answering phones, troubleshooting photocopiers

Teacher, SITES (Spanish in the Elementary Schools).
Oberlin College, Oberlin, OH

Fall 2009

- Taught Spanish to 4th graders twice a week using original lesson plans

French Writing Tutor, Oberlin College Academic Services
Oberlin College, Oberlin, OH

September 2006 – May 2007

- Tutored French to college-level speakers twice a week in group and one-on-one settings

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint), Adobe PhotoShop, Data Desk
Languages: Mandarin (Proficient), Spanish (Proficient), French (Proficient)

Firstyear Resume

firstyear.obie@oberlin.edu
321-432-5432

1234 Mulberry Street
Springfield, OH 22948

OCMR 239
Oberlin, OH 44074

Education **Oberlin College**, Oberlin, OH
BA expected May, 2013
Expected Major: Politics
Expected Minor: Economics
Relevant coursework: American Constitutional Law, Advanced English Composition

Experience **Law Offices of Jones and Smith**, Springfield, OH
Receptionist, Summer, 2008

- Answered phones and directed inquiries for 5 lawyers and 3 paralegals
- Drafted internal office memos
- Reorganized filing system

Camp Oak Tree, Springfield, OH
Counselor, Summers 2005 – 2007

- Supervised 5 new counselors and assigned responsibilities
- Organized and led educational activities for up to 25 campers
- Communicated with campers' parents as necessary

Activities **Mock Trial Club**, Springfield School
Student Lawyer, 2006-2008

- Prepared a legal case with a team of student lawyers and witnesses.
- Participated as a lawyer in simulated courtroom trials in state competitions.

Student Government, Springfield School
Class Officer, Class of 2008, 2004-2008

- Led officer and class wide meetings
- Raised over \$10,000 for student functions
- Planned, organized, and publicized school-wide charity events

Varsity Softball, Springfield School
Captain, 2005-2008

- Committed over 15 hours a week to practice and competition during season
- Assisted in leading the team during practice
- Provided teammates with praise and constructive feedback

Honors and Awards National Merit Scholar, 2008
Honor Roll, 2006-2008
Outstanding Student Leadership Award, 2008

Skills **Computer:** Word, Excel, PowerPoint, FileMaker, Internet Research
Language: Proficiency in Spanish

Journalism Resume

123 S. Lorain Street Oberlin, OH 44074

Cell: 000.000.0000

Journalist@gmail.com

EDUCATION

Oberlin College: Oberlin, Ohio

- **Degree:** Bachelor of the Arts, May 2011
- **Major:** Comparative Literature
- **Minors:** Hispanic Studies
- **GPA:** 3.45

Benemérita Universidad Autónoma de Puebla: Puebla, Mexico Spring 2008

- Direct matriculation in classes at a Mexican University, taught in Spanish.

EXPERIENCE

Freelance Journalist: *The Dominion Post*, Morgantown, WV [June 2010 — August 2010]

- Covered biweekly council meetings for the cities of Westover and Star City for a newspaper with a tri-county distribution. Wrote enterprising features for the Life and Leisure and Marquee sections as well as local news section.

Staff Writer: *The Oberlin News Tribune*, Oberlin, OH [November 2009 — May 2010]

- Covered local government, education, police and cops and courts beats for the City of Medina and five surrounding townships. Wrote about council meetings, crime and struggling school districts. Took photos and video for articles.

Intern: *The Heights Observer*, Cleveland Heights, OH [June 2009 — August 2009]

- Covered local government and school board meetings for a recently founded non-profit newspaper.
- Edited articles, blogged, produced audio journalism pieces for podcasting, assisted with office duties.

Intern: *The Chronicle-Telegram*, Lorain, OH [January 2009]

- Wrote enterprising features for the newspaper's local pages. Assisted veteran journalists with research for articles and accompanied them on rounds.

News Editor and Staff Writer: *The Oberlin Review*, Oberlin, OH [Writer 2007-09, News Editor 2009]

- Contributed news articles to Oberlin College's weekly student newspaper with a circulation of 3,500.
- Assigned and edited news stories, published a series about the impact of the economic recession on the local town and college communities.
- Co-taught a class of eight new journalists at the *Review* for the Practicum in Journalism college course.

LEADERSHIP

Co-coordinator: HIV Peer Testers, Oberlin, OH [June 2006 — Fall 2007]

- Lead a student-run HIV outreach program where students tested other students for HIV using oral tests.
- Interviewed, hired and fired testers, tested clients, disclosed test results, educated clients about HIV/AIDS and sexual health issues, developed extensive training booklet, overhauled intensive three day training session for new testers, advertised program on campus.
- Saw a two-fold increase in number of tests taken during the last semester as co-coordinator.

RELATED SKILLS

- Computer: HTML, XHTML and CSS, GIMP, jEdit, Microsoft Office, Microsoft Publisher
- Languages: Semi-Fluent Spanish

MUSEUM RESUME

00 W 00th ST APT#0 · NEW YORK, NY 10011
(000) 000-0000 · MUSEUM.RESUME@OBERLIN.EDU

EDUCATION

Oberlin College, BA expected 2011, Art History / East Asian Studies, GPA 3.8, Oberlin, OH

- Relevant Coursework: Art History Honors Private Reading; Topics in East Asian Art: Monuments in a Comparative Perspective; Research Methods and Resources in Visual Art; Visual Concepts and Processes: Sculpture; Landscape and Culture in Early Modern Asia; Approaches to Western Art; Approaches to Islamic Art; Approaches to Chinese Art

Associated Colleges in China, Capital University of Economics & Business, Beijing, China, Spring 2009

MUSEUM EXPERIENCE

Allen Memorial Art Museum

Assistant to Registrar, Oberlin College, September 2007 - May 2009

- Assisted in museum-wide inventory of collection
- Aided in completion of day-to-day tasks required of Registrar's office
- Archived photographs, sketches, and other ephemera of artist, Eva Hesse
- Assisted in the museum's database shift from Argus to TMS

Docent, February 2007 - May 2009

- Regularly research and conduct numerous tours for school groups of all ages, as well as for adults & seniors
- Researched and gave object talks focusing on a single object from the collection
- Assisted in Community Days and receptions

Practicum in Museum Education, January 2007

- Trained as a docent for the Allen Memorial Art Museum
- Participated in an intensive month-long program in museum education
- Created files for the Education Department, including research for both papers and tours

Museum of Chinese in the Americas

Intern, Museum Educator, New York, NY, Summer 2007

- Assisted curator in performing image and object research for upcoming exhibit
- Gave numerous gallery tours for children and adults
- Performed walking tours of Chinatown
- Assisted Vice President of Development in research and grant analysis

RELEVANT EXPERIENCE

The Willem de Kooning Foundation

Intern, 790 Madison, New York, NY, Summer 2009

- Worked with archivist to process the artist's obituaries and memorials
- Meticulously scanned periodicals for mentions of Willem de Kooning to be processed
- Aided the director in proofing exhibition list
- Assisted in preparations for new website launch

Deutsch Advertising Agency

Intern Junior Art Director, New York, NY, Summer 2006

- Brainstormed ideas, underwent critiques, sat through briefings, discussed new concepts to be presented to the creative director, created mock-ups using Adobe Photoshop and InDesign

LANGUAGE SKILLS

Associated Colleges in China, CUEB, Beijing, China, January 2008-May 2008

- Attended intensive immersion Mandarin Chinese study abroad program
- Used Chinese to research, interview, and write thesis concerning history of 798 Art District

Oberlin College, Oberlin, OH, September 2006-December 2007

- Elementary Chinese I, Elementary Chinese II, Intermediate Chinese I, Readings in Chinese Literature

COMPUTER SKILLS

- Proficient in Photoshop, TMS, Microsoft Word, Excel, Power Point and Adobe InDesign

Policy “Related” Resume

00 Tree Street, Oberlin, OH 44074
7 Long Road, Anywhere, NY 11576

mxstudent@yahoo.com
516-222-1179

EDUCATION

Oberlin College, Oberlin, OH Major: Politics
GPA: 3.6 BA: May 2011
New York University in Prague, Prague, Czech Republic, Fall 2009
Studied the economic and political issues in post-communist Central Europe
University of Pennsylvania, Philadelphia, PA, 2006-2007

RESEARCH AND POLICY EXPERIENCE

The Children's Aid Society, Office of Public Policy & Client Advocacy, New York, NY, Summer 2009
Policy Assistant

- Researched newly implemented Adoption and Safe Families Act (ASFA). Evaluated potential impacts on children, foster parents, birth parents, Family Court and foster care casework.
- Researched, wrote and designed pamphlets on childcare for workfare participants and tenant rights for the client-directed *Know Your Rights* pamphlet series.
- Updated the format and content of the department's monthly newsletter using InDesign software.

Office of US Representative Barney Frank (D-Mass.), Washington, DC, January 2009
Congressional Intern

- Researched policy with legislative assistants. Worked extensively on the civil rights violations of dismissed federal naval officers.
- Drafted over 20 professional, concise responses per day to constituent mail based on research of relevant issues.
- Represented the Congressman's office in court and at briefings with poise and professionalism.

MANAGEMENT AND LEADERSHIP EXPERIENCE

Family Planning Services of Lorain County, Elyria, OH, Spring 2009
Clinic Intern

- Efficiently conducted pregnancy tests, notified patients of results and informed them about options.
- Recorded information for insurance purposes and informed patients of Medicaid benefits.
- Expanded fundraising efforts and increased college/community events by 20% over previous year.

Congressional Internship Program, Department of Politics, Oberlin College, Oberlin, OH, 2007-2008
Program Coordinator

- Redesigned and coordinated the application, evaluation and selection procedures for student Congressional interns at request of department faculty. Contributions to process resulted in an increase in applicants by 15%.
- Met with congressional staffers in Washington, DC. Discussed placements and office policies in order to ensure the quality of the individual internships.
- Designed, organized and implemented new campaign to secure low or no-cost housing for interns.
- Created seminar program to engage alumni policy-makers with interns during the month.

New Faculty Search Committee, Department of Politics, Oberlin College, Oberlin, OH, Spring 2008
Committee Member

- Interviewed and evaluated faculty candidates for tenure track positions.

Oberlin Students Coop Association (OSA), Oberlin, OH, 2007-2008
All-OSCA Accessibilities Coordinator

- Organized and mediated all meetings, discussions, educational workshops and policy formulations related to issues of social, physical or financial accessibility for the 8-coop/700-person non-profit coop.

COMPUTER SKILLS

- SPSS, MS Word, MS Excel, Adobe Pagemaker & Photoshop

RESEARCH RESUME

1111 River Drive
New City, NY 30028
220-220-2200

OCMR 3290
Oberlin, OH 44074
john.oberlin@oberlin.edu

EDUCATION

Oberlin College, Oberlin, Ohio, May 2010

Bachelor of Arts

Major: Biochemistry

GPA: 3.82

Related Coursework: Bioorganic Chemistry, Quantum Chemistry, Cell and Molecular Biology, Human Neurobiology, Physics, Genetics, Ecology and Evolution, Neuroscience

SKILLS

Laboratory: Gel Electrophoresis, Scanning Electron Microscopy, Flow Cytometry, NMR Spectroscopy, IR Spectroscopy, Gas Chromatography, DNA isolation and sequencing

Computer: Microsoft Word, Excel, Database Research

Language: Spanish (Proficient)

EXPERIENCE

FRED HUTCHINSON CANCER RESEARCH CENTER Seattle, Washington, Summer 2009

Summer Undergraduate Research, Human Biology Department, Bruce Edgar, Ph.D.

Conducted a research project culminating in a 90 minute oral presentation including background information, slide presentation, data calculations and interpretations, and future directions; further characterized Cyclin D's function as a cell growth regulator in *Drosophila Melanogaster* with genetic screenings, DNA amplification, isolation, and comparison to genetic databases.

OREGON HEALTH SCIENCES UNIVERSITY Portland, Oregon, Summers 2007 - 2008

Laboratory Intern, Oregon Regional Primate Research Center (Summer 2008)

Researched the relative expression of neuropeptide Y in the hypothalamus of naturally obese vs. lean rhesus monkeys; performed tissue processing, staining, cell identification, and comparison of tissues between two population types.

Laboratory Intern, Casey Eye Institute (Summer 2007)

Researched the role of Interleukin-10 in the eye disease uveitis in mice; tissue processing, data collection and interpretation.

LEADERSHIP

Captain, Oberlin College Varsity Soccer Team, 2008-2009

Teaching Assistant, Oberlin College, Departments of Biology and Chemistry, Spring 2008

Tutor, Oberlin College, Student Academic Support Services, 2007-2008

Coach, Skyhawks Sports Academy for Kids, Portland, Oregon, Summer 2006

HONORS AND AWARDS

Jewett Award, Oberlin College Department of Chemistry, 2009

Given to sophomore of outstanding achievement in chemistry

Best Fall Athlete, Oberlin College, 2008

All-North Coast Athletic Conference in Soccer 2007, 2008

John N. Stern Merit Scholarship in the Natural Sciences, Oberlin College, 2007

SCIENCE RESUME

scresume@gmail.com

123 Laboratory Road, Pittsburgh, PA 00000

(000) 000-0000

EDUCATION

Oberlin College, Oberlin, OH | BA May 2012

Major: Neuroscience | Minor: Biology | Cumulative GPA: 3.75

Sigma Xi (Scientific Research Society). Inducted May 2010.

Related Coursework: Human Neurobiology, Behavioral Neuroscience, Hormones Brain & Behavior, Neuroendocrine Research Methods, Neuroanatomy (with lab), Neurophysiology, Neuropharmacology, Cognitive Psychology, Psycholinguistics, Neurobiology of Disease (Senior Seminar), Introduction to Computer Science, Statistics for Social and Behavioral Sciences

RESEARCH EXPERIENCE

RESEARCH ASSISTANT: LeBron James Laboratory. Oberlin College, OH. (Summer 2010)

- Ran EEGs on subjects performing a Go/No-Go task
- Examined N2 amplitude and latency as a result of probability and sequence

INTERN: Dr. Michael Jordon Laboratory. Stanford University, CA (Summer 2009, January 2010)

- Ran EEGs, administered a dot-motion behavioral task, recruited and scheduled subjects
- Gained exposure to MATLAB and computer programming, presented literature review and brief findings
- Helped code data analysis scripts, including a group analysis headplot of N2 peak difference values
- Examined N2 amplitude and location as a result of effects of task bias

RESEARCH ASSISTANT: Janet Jackson, Laboratory. Oberlin College, OH. (Jan 2008-July 2009)

- Ran behavioral testing, including Y-maze and object memory location tasks
- Performed ovariectomies, gained exposure to perfusions and stereotaxics
- Injected rats with hormones i.p. and s.c, made and implanted silastic capsules for hormones
- Wrote protocols, performed literature searches, ordered products, wrote up results in formal scientific style
- Examined the effects of hCG on spatial memory in rats

LEADERSHIP EXPERIENCE

TEACHING ASSISTANT: Johns Hopkins Center for Talented Youth. Baltimore, MD. (June 2010-Aug 2010)

- Assisted a Neuroscience instructor with tutoring, grading, administrative work, and teaching

MUSIC DIRECTOR: Firelands Catholic Church. Oberlin College, OH. (Sept 2009-May 2010)

- Planned and ran rehearsals and weekly meetings, made copies of music and schedules
- Recruited new musicians and singers, helped to establish a choir of students and community members
- Implemented liturgical changes to encourage assembly participation

VOLUNTEER TUTOR: The 75th Avenue School. Cleveland, OH. (Jan 2008-Feb 2009)

- Worked one-on-one to tutor disadvantaged middle schoolers in basic math and reading

COORDINATOR: Oberlin Community Services. Oberlin College, OH. (Feb 2008-May 2009)

- Collaborated with campus administration and leadership team to plan programming events
- Communicated news and events to the community, ran leadership meetings

SKILLS

Neuroscience Laboratory Techniques:

- **Humans:** EEG/ERP with 24 electrode nets and 128 electrode caps, Go/No-Go tasks (skilled), fMRI
- **Rats:** Object memory tasks, y-maze, i.p. and s.c. injections, ovariectomies (skilled), locomotion testing, Skinner Box self-administration, cresyl violet stains, ICC, microtome, infusions, perfusions, gonadectomies (familiar) **Mice:** Elevated box maze (familiar)

Computer: Microsoft Excel, Word, PowerPoint, MATLAB, E-Prime, NetStation, CogniScan, SPSS, AFNI

POSTERS

OC Student, CS Lewis, OJ Simpson, EH Jones. "Human chorionic gonadotropin is slow to impair spatial memory in female rats." Society for Behavioral Endocrinology Annual Meeting. Ann Arbor, MI, June 2010.

Teaching Resume

Current: OCMR 0000, Oberlin, OH 44074, sarah.obie@oberlin.edu
Permanent: 10017 Prospect Drive, Collegetown, MO 63123, (377) 888-5555

EDUCATION

Oberlin College, Oberlin, OH. B.A., May 2011
Major: Women's Studies, Concentration: Psychology
GPA: 3.3

School For International Training- Bali, Indonesia. Spring 2009

- Study of Indonesian language, Balinese culture, and anthropology
- Completed month-long Independent Project with a traditional Balinese wood mask carver

TEACHING EXPERIENCE

Literacy Tutor, 'America Reads' Program, Oberlin College, Oberlin, OH, Fall 2003-Present

- Design lesson plans, gather materials, tutor 4 year-olds for 5 hours a week in the classroom, and attend literacy training sessions to further develop teaching skills

Counselor/Lifeguard/Swim Instructor, Camp Thoreau, Thetford Center, VT, Summers 2007 - 2009

- Created and led lessons for economically and culturally diverse co-ed campers ages 8-15 in swimming, softball, girl's issues, and yoga
- Supervised evening programs, community outreach volunteer work, and other hiking/field trips

Bali Women's Health Volunteer, Mobile Women's Health Unit, Bali, Indonesia, Spring 2009

- Assisted Dr. Inne Susanti in her not-for-profit organization, Yayasan Sehati, by writing questionnaires in English and Indonesian, and by participating in the organization's health education services to village women throughout Bali. Recorded an increase in community participation as a result of accessible materials and services.

Math Tutor, Langston Middle School, Oberlin, OH, Spring 2008

- Team-tutored math to classes of culturally and economically diverse 6th graders

Facilitator, Issues in Women's Health, Oberlin, OH, Fall 2007 and 2008

- Designed syllabus, coordinated guest speakers, allocated college credit, and led discussions of women's health topics

Outreach Program Facilitator, 'Oberlin History as American History', Oberlin, OH, Fall 2007

- Designed and implemented a "Then and Now" history project working with 6th grade students from Oberlin Middle School
- Assisted the middle-school students in developing web pages for local downtown businesses through oral history interviews, digital camera photo work, and in-class computer lessons

OTHER EXPERIENCE

Building Monitor, Student Union Conference Center, Oberlin College, Fall 2007-Present

- Manage day-to-day operations, including \$300,000/year in financial transactions
- Coordinate over 150 conferences, meetings, concerts, special events during a semester
- Manage 12 other student employees

Assistant Cook/Lifeguard, Concordia Language Villages, Callaway, MN, Summer 2007

- Planned and prepared Spanish meals for 250 people at a language and culture immersion camp
- Managed kitchen staff of 11

VARSITY ATHLETICS

Team Member, Oberlin College Varsity Swim Team, Oberlin, OH, Fall 2007 – Present

- Devote an average of 25 hours per week to competition and practice

SKILLS

- American Red Cross Certified: Basic Lifeguarding for Pool and Waterfront, 2006 – Present
- CPR and First Aid for the Professional Rescuer, and Water Safety Instruction, 2003 – Present
- Language: Proficient in Indonesian. Working knowledge of Spanish
- Computer: Microsoft Word, PowerPoint, Excel

Theater Resume

Director – Sound Designer

Cell: 000-000-0000

Email: theater@gmail.com

Address: 123 West Lorain Street, OCMR 0000

Oberlin, OH 44074

Directing Credits

Ramos Sings LaRocco	Don't Tell Mama	July 2010
The Love Course	Oberlin College Theater & Dance	May 2010
Intimate Apparel (Assistant Director)	Oberlin College Theater & Dance	February 2010
The Goat, or Who is Sylvia?	Oberlin College Theater & Dance	September 2009
The Shadow Box	Oberlin Student Theater Association	April 2009
June	Oberlin Student Theater Association	February 2009
Death Spares Not the Tiger	WOBC 91.5	January 2009 – Present
New Nonfiction	Oberlin Student Theater Association	October 2008

Sound Design Credits

Dr. Horrible's Sing-Along Blog	Independent Performance	February 2011
Mr. Marmalade	Oberlin Student Theater Association	April 2010
Beautiful Thing	Oberlin College Theater & Dance	April 2010
All in the Timing	Oberlin Student Theater Association	January 2010
Intimate Apparel	Oberlin College Theater & Dance	February 2010
And Then There Were None	Oberlin Student Theater Association	November 2009
Speech and Debate	Oberlin Student Theater Association	March 2009
Proof	Oberlin Student Theater Association	February 2009
OShorts '09	Oberlin Student Theater Association	February 2009
Death Spares Not the Tiger	WOBC 91.5	January 2009 – Present
Ma Rainey's Black Bottom	Oberlin College Theater & Dance	April 2008

Dramaturgy Credits

Honors Project on Harold Pinter	Oberlin College Theater & Dance	December 2011
Intimate Apparel	Oberlin College Theater & Dance	February 2010

Education/Training

Oberlin College, Ohio, May 2011

Major in Theater (concentrations in Directing and Dramaturgy) and Minors in Computer Science and English

Awards: The Peter M. Hutcheson '79 Memorial Scholarship (2009 – 2010), Catherine P. Reilly Memorial Scholarship (2008 – 2010), Best Writing in the Oberlin Student Theater Association 24-Hour Theater Competition (2010), Best Play in the Oberlin Student Theater Association 24-Hour Theater Competition (2010)

Westtown School, Pennsylvania, May 2007

Awards: The Westtown Alumni Association Highest Scholarship Award (2007), Theater Arts Award (2007), The Alumni Association Music Award: Vocal Prize (2007), Faculty Commendations (2004, 2005, 2006)

Senior Project: Studied and workshopped with a professional playwright, Granville Burgess in Greenwich, CT and New York City in Spring 2007.

Writing Resume

Writing.Resume@oberlin.edu ▪ 000-000-0000 ▪ OCMR 0000, Oberlin, OH 44074

EDUCATION

Oberlin College '11

Major: Creative writing
GPA: 3.50/4.0

WRITING EXPERIENCE

Editorial Intern; *The Adirondack Review* (online literary magazine), summer 2010

- Critically read a minimum of 10 prose and poetry submissions a week
- Wrote concise reports detailing the positive and negative aspects of each submission
- Participated in monthly final-round discussions with editors to decide on accepted pieces

***The Oberlin Review*, Oberlin, OH**

Teacher, Practicum in Journalism, fall 2009

- Held class once a week, teaching new writers how to produce good articles for the paper

Production Manager, fall 2008 and fall 2009

- Managed and organized a staff of 12 copy editors, fact checkers, and production editors
- Solved issues about grammatical ambiguities; updated the *Review* style guide
- Copy edited, fact checked, and production edited as needed

Production Editor, fall 2007 – spring 2008

- Copy edited articles and layouts to fix stylistic, grammatical, and formatting errors
- Used InDesign to make changes during production

Arts and News Writer, spring 2007 and fall 2008

- Covered campus and local events; Contributed articles weekly

Staff; *Enchiridion/Plum Creek Review* (literary magazine), Oberlin, OH, spring 2007 – fall 2007

- Reviewed submissions for inclusion in the magazine
- Helped with final layout

ADDITIONAL EXPERIENCE

Oberlin Resource Conservation Team, Oberlin, OH, fall 2007 – present

- Designed and implemented self-directed projects to improve Oberlin's sustainability
- Spearheaded effort to make one-sided paper into bound notebooks
- Compiled extensive research of RCT initiatives into handbook for institutional memory
- Organized, publicized, and ran biannual swap for redistribution of students' unwanted items

Research Fellow; *The College Sustainability Report Card*, Cambridge, MA, summer 2009

- Responsible for creating 30 schools' environmental sustainability reports
- Established relationships with school administrators; aided them in filling out surveys
- Maintained extensive spreadsheet database with information from all completed surveys
- Wrote concise paragraphs for each school, summarizing key sustainability initiatives

Intern; NEXUS Green Building Resource Center, Boston, MA, summer 2008

- Drafted and edited: letters requesting donations; mass emails
- Researched and contacted green service providers for inclusion in directory
- Publicized NEXUS events

SKILLS

Computer – InDesign, basic Dreamweaver, Word (touch-typing), PowerPoint, Excel, Internet research

Language – Proficient in Spanish and Hebrew

Writing – Editing thoroughly, writing clearly