

Sample Resume - Biology

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Kylie Martin

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EDUCATION

2009 – current

Bachelor of Science

Monash University
Expect to complete November 2011

Major: Marine and freshwater biology

Minor: Zoology

Academic Achievements

- Distinction average - 77% (academic transcript available)
- Awarded J.W. Warren prize for academic merit in 2009

Campus Involvement

- Member of Biological Society (MUBS) Social Committee 2009
- Monash representative in the 2010 Australian University Games – member of mixed hockey team
- Student Ambassador for Faculty of Science 2010

2003 – 2008

Victorian Certificate of Education

Gardenvale Secondary College

Subjects: English, Biology, Mathematics, Chemistry, History and French

Academic Achievements

- ENTER 94.2
- Awarded School Prize for Biology

School Involvement

- School Council Representative 2007-2008
- Member of Year 12 Social Committee
- Player/Vice Captain Hockey Team



EMPLOYMENT

Course Related

Dec 2010 **Laboratory Assistant (40 hrs per week)**
Easterly Health Services

Responsibilities

- Receipt and computer based registration of pathology specimens
- Preparation of specimens for analysis
- Arranging laboratory and equipment bookings for scientists and medical staff

Other Employment

Nov 2008 - current **Bar Attendant (casual – 20 hrs per week)**
Royal Hotel, Kensington

Responsibilities

- Prepare and serve beverages to customers
- Operate TAB and Keno machines
- Completed RSA certificate

Voluntary Work

Jan 2011 **Research Assistant**
Lizard Island Research Station

Responsibilities

- Day-to-day recording of animal trials being run at Station
- Supported the writing of internal research reports

ADDITIONAL SKILLS & QUALIFICATIONS

- St John's Ambulance Workplace Level 2 First Aid certificate – 2009
- PADI Advanced Open Water Diver certificate – 2010
- Knowledge of distillation techniques and use of spectrophotometer
- Competent skills in Microsoft Word, Excel, Access, Power Point

INTERESTS

- Scuba Diving – completed dives in Queensland and southern Australia
- Member of Reef Watch – contributed to surveys and submitted articles for newsletter
- Member of Monash University Hockey Club

REFEREES AVAILABLE ON REQUEST