

SCIENCE ALUMNI

1 Dalton St, Boston, MA | ScienceAlumni@brandeis.edu | 123-456-7890

SKILLS SUMMARY

Data Analysis Direct Client Service Laboratory Research Project Management
Industry Standards Commercial Bio R&D Communication Team Building

RELEVANT EXPERIENCE

Biopharm, Norfolk, VA Nov 20xx-present

Assistant Director, Clinical Operations Management

- Manage all aspects of drug study design and execution, reporting directly to chief R&D specialist on progress and outcomes
- Ensure use of rigorous testing and reporting standards and guidelines for clinical study practice
- Maintain detailed processes for tracking, analysis, strategic planning and data management
- Utilize strong background in laboratory work to communicate with diverse project stakeholders

HealthTech, Hillsdale, NJ Feb 20xx-Oct 20xx

Account Manager and Trainer

- Created and presented in-person and virtual medical software training programs nation-wide
- Built strong relationships with healthcare providers through individualized account service
- Developed thorough understanding of cutting-edge technology to meet clinician/patient needs
- Collaborated closely with trainer team to structure presentation schedule and write clear, responsive technical training materials

Massachusetts General Hospital, Boston, MA Jun 20xx-Jan 20xx

Clinical Trials Coordinator, Neurological Division

- Scheduled patients for appointments, keeping detailed files of researchers' notes and participants' records
- Managed study calendar, communicated with researchers, prepared meeting materials and served as contact for participants and family members

Neurobiology Laboratory, Brandeis University, Waltham MA Jan 20xx-May 20xx

Student Researcher

- Researched unconscious learning by extracting statistical regularities of unknown visual scenes, tested human subjects to collect visual and learning data
- Contributed to laboratory meetings and reports, collaborated directly with PI and graduate assistants
- Received Neuroscience Senior Honors Research Grant to support independent thesis research

EDUCATION

Brandeis University, Waltham MA

Bachelor of Science in Neuroscience (honors) and Business, minor in East Asian Studies May 20xx

CET Study Abroad, Osaka, Japan Aug-Dec 20xx

Arts Alumni

artstudent@brandeis.edu | linkedin.com/in/ArtsAlumni | 781-123-4567 | 1 Dalton St, Boston, MA

OBJECTIVE

To bring administrative, relationship building, fiscal and arts expertise to an organization focused on engaging, educating and empowering communities

EDUCATION

Brandeis University, Waltham MA

Bachelor of Arts *magna cum laude* in Philosophy and Art History (honors)

May 20xx

Minor: Creativity, the Arts, and Social Transformation

RELEVANT EXPERIENCE

The Music Shed, Boston MA

Oct 20xx-present

Associate Donor Relations Manager, Office of Development

- Manage portfolio of high-profile donors and contacts, building relationships in person and virtually with current and potential supporters of innovative community performance space
- Supervise staff of 5 to identify individuals whose interests match existing giving programs
- Represent the organization throughout New England to engage residents in its mission and goals
- Report to senior administrators on the outcomes of outreach, marketing and giving campaigns
- Identify, write and administer grants

National Museum of American History, Smithsonian Institution, Washington DC

Assistant Director of Visitor Engagement

Mar 20xx-Oct 20xx

- Liaised with community leaders to create and manage locally responsive on-site and on-line programming
- Trained and supervised 250+ interns and volunteers in docent, reception and wayfinding roles
- Analyzed survey data to bring innovation and improvements to the visitor experience
- Managed on-line messaging to key community stakeholders

Visitor Specialist

May 20xx-Mar 20xx

- Managed outreach program to regional elementary schools, syncing offerings with school curriculum
- Wrote and trained volunteers to administer surveys to gauge visitor satisfaction

National Endowment for the Arts, Washington DC

Jun 20xx-Apr 20xx

Grants Management Assistant, Visual Arts Division

- Managed all logistical aspects of grant selection process for 150+ proposals annually in the visual arts
- Served as division's point of contact by email, phone and website for information and service for arts venues, artist residencies and individual artists nationwide
- Identified and tracked key arts partners and maintained division's comprehensive data base

ADDITIONAL EXPERIENCE

Smith Art Gallery and Sales, Boston MA, Gallery Assistant

May 20xx-Aug 20x

Capitol Theater, Houston TX, Stagehand

Jul 20xx-Sep 20xx

Lemberg Children's Center, Brandeis University, Waltham MA, Student Teacher

Nov 20xx-May 20xx

COMMUNITY INVOLVEMENT

- ArtsMassachusetts, Board Member
- Massachusetts Cultural Council, Volunteer Grants Assessor
- Rose Kennedy Greenway, Volunteer Public Garden Assistant