

Functional Résumé Sample

Laura Chan

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Objective

To find a position as a laboratory research assistant where I can contribute my extensive research and technical skills.

Education

Bachelor of Science Degree in Biology, 2003

York University, Toronto, Ontario

Relevant Courses

Animal Physiology I & II – mastered the fundamental concepts and processes of the nervous, digestive, excretory, and reproductive systems.

Cell Biology and Biochemistry I & II – studied macromolecules, DNA technology, cellular communication and regulation, and bioenergetics

Relevant Skills

Laboratory and Research Skills

- Trained student laboratory volunteers in lab policies and procedures, including safety guidelines.
- Collected data and investigated scientific papers on bioenergetics. Summarized my research in a review paper that was published in the York science student journal.
- Worked extensively with the fruit fly, *Drosophila melanogaster*, for genetic analysis.

Technical Skills

- Operated compound and dissecting microscopes, centrifuge, single-beam oscilloscope, stimulator, nerve chamber, Spectronic 20, Warburg respirometer, and manometer
- Handled Pipetem P200, SDS-PAGE, Brickmann dispensette
- Utilized basic laboratory materials such as test tubes, pipettes, agar plates, beakers, graduated cylinders, flasks, tongs, slides, and hot plates

Communication and Organizational Skills

- Successfully campaigned to sell environmentally friendly cosmetics to raise money for World Wildlife Fund, Greenpeace, among other charitable activities.
- Appointed to be the crew leader in the “Clean-Up the World” campaign to clean a city in France.
- Employed by the Unitext bookstore as a cashier and provided friendly customer service.

Relevant Experience**Pharmacy, Library, and Pediatrics Volunteer, Jun.-Aug.-1998**

Toronto City Hospital, Toronto, Ontario

- Assisted nurses in cleaning rooms, organizing files, monitoring medical supplies and package medicines
- Distributed medicines and collected request forms from various departments of the hospital
- Catalogued new medical books and journals and photocopied articles requested by doctors

Other Experience**Cashier and Customer Service Coordinator, August-September 1998 (seasonal job)**

York University Bookstore, Toronto, Ontario

“Clean-Up the World” Campaign Crew Leader, October 1997 (volunteer)

Environmental Club, International School, Lyons, France

Math and English Tutor, summer 1997 (part-time) and Biology Tutor, 1995-1996 (volunteer)

University College, Valencia, Italy

Professional Development

Laboratory Safety Procedures 2003

Department of Health and Safety, Canadian University

- Trained on how to prevent chemical related accidents and providing preliminary assistance in an emergency

Professional Associations

Secretary/Treasurer 2001-2003

Ontario Chapter of Young Scientists, Toronto

- Recorded meeting minutes
- Collaborated with executive on setting agendas
- Prepared annual budget report

Awards

- **Dean’s Honour Roll** 2002, 2003
- **Canada Millenium Scholarship** 2000
- **York Entrance Scholarship** 2000