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optional (link to e-portfolio)

Note: The content of a CV is specific to one's skills and experiences. Please do not copy and paste the exact language included within this template into your CV. Your CV should reflect your own style and voice. Also make certain that you can provide evidence to support the information included in your CV.

Professional Profile

I am a rising sophomore at the University of Tennessee at Chattanooga pursuing a bachelor's degree in biology. My future career goal is to become a research scientist specializing in genetics. I have extensive leadership and community engagement experience. I am fluent in Spanish, and I hold a CITI certification in Animal Care and Use. Currently, I am seeking a research position to develop my technical skills, and to gain hands-on experience in preparation for graduate school.

EDUCATION

Expected May 2024	University of Tennessee at Chattanooga, Chattanooga TN Bachelor of Science, Biology GPA: 3.0 Areas of Interest: genetics, epidemiology Relevant Coursework: Principles of Biology I, Biology Laboratory, Genetics, Genetics Laboratory, Creative Writing, Introduction to Statistics
2014 - 2018	Brainerd High School, Chattanooga TN Dual Degree Program: Polytech Academy at Chattanooga State

HONORS AND AWARDS

2019	Tennessee HOPE Scholarship Merit based scholarship awarded to students with a 21 ACT score or 3.0 GPA.
2018	Outstanding Leadership Award , Brainerd High School Awarded to students who make sustainable leadership contributions during the academic year.

RESEARCH EXPERIENCE

2020-present

Undergraduate Research Assistant

Nelson Lab, Department of Biology

Mentor: Dee Nelson, Ph.D.

Project Title: Cancer Cells

- Assist in experiments related to....and sequencing of...to determine.....
- Learn pipetting techniques and DNA extraction
- Prepare four experiments designed to
- Complete bio-safety and lab technique training
- Compose weekly lab reports and presented current findings during weekly lab meetings.

2019-2020

Undergraduate Research Training Opportunity Program

URTOPS Scholar

- The URTOPS program is a two-semester research and professional development training experience. As an URTOPS Scholar, I engaged in research job training, professional development activities, and I completed an undergraduate research project under the direction of Dr. Lee Smith.
- Project Title: *Dueling RNA to maximize benefits*

LEADERSHIP EXPERIENCE

2017-2018

Math Club President, Brainerd High School

- Developed and executed state competition travel fundraising campaign. The club raised \$2000, which exceeded initial goal of \$1000. Fundraising strategies included a photo contest, donor gift package incentive, and two local market events.
- Designed a social media recruitment campaign targeted at students interested in learning basic coding skills. In 2017, club membership increased by 20% over previous year.
- Trained and mentored three club officers during the 2017-2018 academic year.
- Participated in four outreach events to local middle schools. Activities included meet and greet events with middle school students, and hosting geometry and algebra tutoring sessions.

WORK EXPERIENCE

Summer 2020

Student Assistant

UTC Graduate School, Chattanooga, TN

- Assisted staff with special projects. Primary duties involved scheduling and organizing executive meetings, maintaining office visitor log using Qualtrics, and distributing the monthly Graduate School Newsletter through Mailchimp.
- Served as student representative on the Research Dialogues committee. Tasks included updating the event website, and managing the social media campaign.

PROFESSIONAL DEVELOPMENT

Spring 2020

Participant, Secrets of Google Workshop

UTC Library, Chattanooga, TN

- Learned how to perform custom searches, and how to use *Google Keep* to organize class assignments.

Fall 2019

Participant, Women's Leadership Academy

UTC Center for Women and Gender Equity, Chattanooga, TN

- Participated in two-day retreat focused on the principles of female leadership.
- Learned leadership strategies, networked with local leaders, and developed a leadership action plan.

GLOBAL EXPERIENCE

Summer 2019

Global Intern

United Nations, New York, NY

Total Service Hours- 80

- Travelled to three regions in Croatia, and met with community leaders, high school students, and local leaders to engender cultural understanding and awareness, and to celebrate cultural diversity. Responsibilities included organizing a meet and greet event with a community partner and arranging social events with local high school students and interns.

VOLUNTEER EXPERIENCE

Summer 2020

Volunteer Lead for Battle of the Bands

UTC Campus Activities Board, Chattanooga, TN

Total Service Hours- 25

- Supervised six event volunteers. Responsibilities included scheduling volunteer shifts,
- organizing and leading volunteer meetings, and providing supervision and support during the event.
- Co-created marketing campaign to publicize the event on campus. Strategies included social media campaigns, and flyer distribution to targeted audience.

Summer 2020

Thrift Store Associate

Chattanooga Community Kitchen, Chattanooga, TN

Total Service Hours- 45

- Sort, organize and tag clothing items
- Assist thrift store clients with purchases
- Support thrift store associates with volunteer scheduling
- Train new volunteers in thrift store protocol and procedures

SHADOWING EXPERIENCE

Summer 2019

Observer

CHI Memorial, Chattanooga, TN

Total Service Hours- 30

- Shadowed a team of three Cardiologists for three hours a day twice a week.
- Participated in eight grand rounds, and observed patient-doctor interactions and physician communication strategies.
- Learned about CHI Memorial best practices for patient care and hospital procedure.
- Attended hospital protocol training and certification.

CLUBS AND ORGANIZATIONS

Summer 2019-present

Member

UTC Big Brothers Big Sisters Club, Chattanooga, TN

Total Service Hours- 30

- Participate in up to nine community outreach events each year such as Let's Read program, community car wash fundraiser, and Paint the Town event.

CERTIFICATIONS

Valid until 2022

CITI Program- Animal Care and Use (ACU)

Completed 2020

CITI Bio-Safety Training

CONFERENCE PRESENTATIONS

Jones, J. (2020). TITLE HERE. Poster presented at the *University of Tennessee at Chattanooga Research Dialogues* Conference, Chattanooga, TN.

Jones, J. (2020). TITLE HERE. Poster presented at the *National Conference on Undergraduate Research* (NCUR), Kennesaw, GA.

PUBLICATIONS

Gilmore, & Jones, J. (2020). The relationship between undergraduate research participation and subsequent research performance. *Journal of STEM Education*, 86(6), 834-863. (Note: this is APA style. You should use the citation style relevant to your discipline: Chicago, MLA, etc.)

LANGUAGES

- Advanced proficiency in Spanish (reading, speaking, and writing)

TECHNICAL SKILLS

- Computer Software: Macintosh OS-X and Microsoft Windows, Microsoft Office Suite
- Online Platforms: WordPress, Wufoo, Slack
- Advanced knowledge of lab sterile techniques, intermediate proficiency with cell culture technique, experience with western blot technique
- Equipment: Intermediate proficiency with High Pressure Liquid Chromatography (HPLC), high proficiency with Nuclear Magnetic Resonance Spectroscopy (NMR)