

EFFECTIVE FUNCTIONAL RESUME - BIOLOGY

John Smith

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Summary of Qualifications

- Strong research abilities demonstrated in several Biology and Environmental Management courses
- Commended by supervisors for demonstrating strong problem-solving and communication skills
- Outstanding communication skills applied in academic and work environments
- Interest in ecology demonstrated as a member of the Geography Society

Education

University of Toronto Mississauga

September 2015 - Present

- Currently enrolled in 3rd year of studies
- **Majors:** Biology, Environmental Management
- **Related courses:** Introduction to Evolution and Evolutionary Genetics, Sensory and Cognitive Biology, Introductory Animal Physiology, Biometrics I and II, Experimental Design in Environmental Science, Ecosystems and Environmental Change

Relevant Skills

Communication Skills

- Proven track record for delivering excellent customer service as a Tim Hortons Front Team Member
- Enhanced UTM academic experience by promoting the Library events and services to fellow students
- Contributed to smooth research operations and a productive work environment by leaving clear instructions to lab partners

Research Skills

- Gained knowledge of various research techniques and working individually in a lab environment as part of various academic projects
- Successfully developed research plans, applied various data collection techniques, and analyzed survey data, following background reading on selected topics

Critical Thinking and Problem Solving Skills

- Demonstrated ability to accurately follow the scientific method in all projects
- Commended by Tim Hortons supervisor for resolving customer complaints with diplomacy and tact
- Improved the Erindale Biology Society newsletter and social media content as an Editor; as a result, student awareness and club involvement have improved

Writing Skills

- Effectively presented research findings by writing reports in various courses; all reports were awarded grades of A or higher
- Recorded and distributed meeting minutes to the members of the Geography Society, following specified guidelines

Ability to Work Hands-On

- Helped plant trees and took care of vegetables as a member of the Geography Society
- Collected tree data from several urban areas; data was used to analyze tree trait diversity as part of an academic project

Experience

Library Ambassador

University of Toronto Mississauga

August 2016 - Present

Front Team Member

Tim Hortons

June 2015 - October 2016

Extracurricular Activities

Member

Geography Society

September 2016 - Present

Newsletter Editor

Erindale Biology Society

September 2015 - April 2016

Interests

- Hiking, gardening, biking