

## SOCIAL BUFF

101 Main Street • Canyon, TX 79015 • (806) 555-5555 • social\_buff@gmail.com

### OBJECTIVE

To obtain a position as a caseworker with Texas Panhandle Centers where my interpersonal skills, case management experience and strong work ethic will add value to operations

### EDUCATION

West Texas A&M University Canyon, Texas  
Bachelor of Science in Social Work GPA 3.869/4.0 May 201x

### QUALIFICATIONS

- Proven ability to assist a wide range of individuals through direct interaction in a one-on-one or group setting
- Sensitive to the needs of others
- Skilled at identifying client needs and matching with available community resources
- Optimistic even in the midst of stressful situations
- Strong written and verbal communication skills, which includes experience motivating others to overcome obstacles
- Energetic and friendly individual with strong people skills
- Self-motivated and goal-oriented with well-developed organizational skills
- Fast learner, eager to master new skills and concepts

### RELEVANT WORK EXPERIENCE

Lubbock ISD Social Work Field-Placement Student	Lubbock, Texas January 201x-present
<ul style="list-style-type: none"><li>• Observe the Parent-Liaison perform daily duties</li><li>• Provide needed resources to students, teachers, and parents</li><li>• Organize and deliver awareness programs in student classrooms</li><li>• Present workshops to students in the Alternative Education Program and In School Suspension about positive choices and life skills</li></ul>	
Canyon After School Program Head Teacher	Canyon, Texas January 201x-December 201x
<ul style="list-style-type: none"><li>• Ensured that Minimum Standards for Day Care Centers were met or exceeded</li></ul>	
Playhouse Day Care Center Day Care Worker	Canyon, Texas Summers 201x & 201x
Camp Exodus Camp Counselor	Waxahachie, Texas May 201x-July 201x
Prairie House Living Center Activities	Plainview, Texas July 200x-August 201x
<ul style="list-style-type: none"><li>• Tended to immediate non-medical needs of residents</li><li>• Compiled weekly activity progress reports</li></ul>	

### ACTIVITIES AND HONORS

Phi Slamma Jamma, President	Assisted Living Center volunteer
Social Work Club member	WTAMU Work-A-Thon volunteer
Susan G. Komen Race for the Cure volunteer	Adopt-a-Highway clean-up volunteer
City Mission volunteer	

Revised Summer 2018

## TENNIS BUFF

#1 Buffalo Trails Drive • Canyon, Texas 79015  
(806) 555-5555 • tbuff22@gmail.com

### FOCUS

To obtain a professional position where my teaching experience and technology skills will be utilized to help contribute to your company.

### EDUCATION

M.Ed., West Texas A&M University, Canyon, Texas, May 201X Expected  
M.S. in Mathematics, University of North Texas, Denton, Texas, May 201X  
B.S. in Mathematics, Texas A&M University Kingsville, Kingsville, Texas, May 201X

### SKILLS AND ABILITIES

- 16 years experience designing and implementing competitive tennis programs at a variety of institutions from country clubs to private schools
- Experienced supervisor, capable of interacting with individuals from diverse backgrounds
- Capable of planning and implementing training programs dealing with a wide range of topics from xyz to abc
- Unique ability to promote success and achievement in others, able to encourage and motivate
- Proficient at research, editing and proofreading
- Possess strong presentation skills, robust organizational, planning and oversight skills

### WORK HISTORY

Logistics Officer	201X - present
Career Counselor	201X – 201X
U.S. Naval Reserve	USA, Korea & Iraq
Secondary Math Teacher	200X – 201X
Wyndham School District, Clements Unit	Amarillo, Texas
Secondary Math Teacher and Tennis Coach	200X- 200X
Smalltown ISD	Amarillo, Texas
Amarillo Academy of Athletics	199X -200X

### COMMUNITY SERVICE

- Lions Club, vice President, Sergeant at Arms
- American Cancer Society Board Member Greater Amarillo/ Canyon Chapter
- West Texas A&M University Homecoming Committee
- Adopt-a-Highway clean-up participant

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## IMA CHEMIST, JR.

47 S. Division St. • Amarillo, Texas 79909 • (806) 555-1234 • ima\_chemist@gmail.com

<b>OBJECTIVE</b>	To acquire a position in the field of chemistry where my laboratory experience and strong attention to detail can be an asset to the company	
<b>SUMMARY</b>	Scientific Skills and Abilities	
	<ul style="list-style-type: none"><li>• Experience with Gas Chromatography/Electron Capture/Mass Spectrometry/, Automated Thermal Desorption (ATD), Atomic Adsorption, Solid Phase Micro Extraction (SPME)</li><li>• Working knowledge of chemical properties, interactions, and probable outcomes</li><li>• Understanding of laboratory safety procedures and regulations</li></ul>	
	Leadership Traits	
	<ul style="list-style-type: none"><li>• Able to accept responsibilities and successfully face new challenges</li><li>• Consistently called upon to lead in social, community, and civic organizations</li><li>• Insightful and perceptive on the dynamics of group interactions</li><li>• Skilled in organization, time management, leadership, and communication</li></ul>	
	Personal Convictions	
	<ul style="list-style-type: none"><li>• Seek opportunities that allow for personal and professional growth</li><li>• Possess high level of honesty and integrity</li><li>• Committed to treating people fairly</li><li>• Flexible team player with the desire to accomplish goals and achieve success</li></ul>	
<b>FORMAL TRAINING</b>	<b>WEST TEXAS A&amp;M UNIVERSITY</b>	Canyon, Texas
	Master of Science in Chemistry	May 201x, <i>anticipated</i>
	Bachelor of Science in Agriculture	August 201x
<b>WORK EXPERIENCE</b>	<b>WEST TEXAS A&amp;M UNIVERSITY</b>	Canyon, Texas
	<i>Graduate Assistant, Chemistry</i>	Jan. 201x - Present
	Instruct Freshman Chemistry class and lab as well as an Analytical Chemistry lab. Keep chemicals in stock and categorize by MSDS. Create exams and prepare each lab.	
	Maintain analytical equipment UV/VIS, IR, FAA, and GC/MS	
	<i>Research &amp; Analysis, Environmental Department</i>	Aug. 201x - Sept. 201x
	Analyzed water samples using Gas Chromatography/Electron Capture Detection. Collected water samples around the Texas Panhandle to determine the concentration of Atrazine. Responsible for writing summary of conclusions for use by top-level executives.	
	<b>BWXT PANTEX</b>	Amarillo, Texas
	<i>Internship</i>	Summer 201x
	Developed method for enhanced chemical reactivity testing (CRT). Determined retention times for instrumentation. Packaged high explosives under supervision	
	<b>TEXAS A&amp;M RESEARCH &amp; EXTENSION CENTER</b>	Hico, Texas
	<i>Research &amp; Analysis</i>	Aug. 201x - May 201x
	Collected air and water samples to determine the concentrations of particulate matter and volatile gases. Collected air samples via Solid Phase Micro Extraction (SPME) and sorbent tubes	
<b>HONORS &amp; ACTIVITIES</b>	US Department of Energy Technical Scholarship recipient Outstanding Chemistry Student American Chemical Society Dean's List President's List Tri-Sigma Honor Society Salvation Army Angel Tree volunteer	

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## FORMER STUDENT

609 N. 1<sup>st</sup> Avenue, Canyon, Texas 79015  
(806) 555-5555  
former\_student@gmail.com

### PROFESSIONAL PROFILE

Ambitious, energetic individual with over 4 years of experience in technical writing and editing. Possess strong communication skills and the proven ability to work effectively as a team member or team lead. Extraordinary attention to detail. Skilled at clarifying highly complex material so it is understandable by the target audience. Highly motivated and able to learn new processes quickly and completely. Extensive knowledge of MS Office Suite, including Word, Excel, and Power Point. Professional presentation abilities and experience in pitching grant ideas to appropriate audiences.

### EXPERIENCE

West Texas A&M University - Sponsored Research Services Canyon, Texas  
Grant Writer II September 201x – Present

- Co-write an average of 2 grants per month each year totaling \$1.5 million
- Funding average of 75% on grants written since May 201x
- Collaborate across campus disciplines to maximize grant dollars being awarded to WTAMU faculty and researchers

Options-R-U's Amarillo, Texas  
Optical Manager November 201x – September 201x

- Developed employee schedules, productivity reports, new product proposals
- Wrote new employee training manual after 3 months on the job, manual is still in use 5 years later

West Texas A&M University Career Services Canyon, Texas  
Intern September 200x – September 201x

- Selected from competitive pool to be the first undergraduate intern responsible for reviewing resumes of current students and alumni
- Reviewed on average 20 resumes per week both in person and via email

### EDUCATION

Bachelor of Arts in English *Summa Cum Laude* August 201x  
West Texas A&M University Canyon, Texas

### COMMUNITY INVOLVEMENT

Amarillo Angels, volunteer  
Amarillo SPCA, newsletter editor  
Canyon Lions Club, member

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