



Elizabeth Fraser


Enthusiastic researcher with experience writing theses, and working with children and animals in a laboratory setting. Empathetic listener and peer tutor for students seeking an internship in the Psychology field of Childhood Development.

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 twitter.com/elizabethfraser

EDUCATION

Harvard University

Cambridge, MA • 2017 — 2021

B.A. Psychology
GPA: 3.9/4.0

WORK EXPERIENCE

Residential Advisor, Harvard University

Cambridge, MA • August 2019 — Present

- Served as a Resident Advisor to 30 freshmen
 - Organized and implemented 12 communal bonding activities for 30 freshmen residents, including plant potting and tie-dye t-shirts
 - Managed a budget of \$1,000 for residents' activities
 - Mitigated roommate conflicts and referred to the supervisor when appropriate
 - Designed 12 posters for resident activities using Adobe Illustrator
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Teachers Assistant, Elementary Chemistry

Cambridge, MA • January 2019 — Present

- Tutored 30 freshmen students in Elementary Chemistry
 - Assisted Chemistry professor in grading homework sheets, labs, and exams
 - Revised the Elementary Chemistry's lesson plans to include more engaging group work, including a contest to create Harry Potter potions
 - Received 9/10 on anonymous tutor reviews from students at the end of the semester
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RESEARCH

Research Assistant & Independent Projects

Cambridge, MA • January 2017 — Present

- Devised a thesis on the correlation between imaginary play and childhood development
 - Conducted research on 250+ elementary school children and their relationship with imaginary play
 - Wrote a final paper spanning 40 pages on the prevalence of Chronic traumatic encephalopathy (CTE) in football athletes
 - Interviewed 10 professionals in the psychology and psychopathology field
 - Assisted in research studying the correlation between sleep deprivation and caffeine in 300 college students
 - Oversaw the cleanliness and feeding of 50 mice used in research studies
 - Collaborated with 5 other students to submit a proposal for a psychology course that detailed the faults in elementary school education and offered feasible solutions
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SKILLS

Time Management, Tutoring, Detail-Oriented, Research, Patience, Organization, Microsoft Suite, Google Suite, Adobe Illustrator & Adobe Photoshop

HOBBIES

Soccer, Swimming, Volunteering, Photography

2017 - Present

LANGUAGES

Spanish (Intermediate), French (Proficient)

Nursing Student Resume

Your Name

xxxx@abc.com

2069 Cherry Lane

Plateau, AL 12345

(xxx) 555-6262

OBJECTIVE: To obtain a staff nurse position in a community hospital.

EDUCATION **Calhoun Community College**, Tanner, AL May 2003
A.S. Nursing GPA: 3.75

Huntsville High School, Huntsville, AL May 2000
Diploma, Graduated Valedictorian

RELATED COURSES Basic Pharmacology, Human Anatomy and Physiology I, Safety Issues for Clinical Practices, Family Centered Nursing

WORK EXPERIENCE **Wayne's Shrimp Shack**, Huntsville, AL 10/02 – Present
Waitress/Hostess
Greet customers. Make dinner reservations. Provide positive public relations for management. Ensure customer satisfaction and timeliness of service and food delivery. Train new hostesses and waitresses.

Tots-to-Teens Center, Neshoba, AL 09/01 – 09/02
Office Assistant
Provided administrative support for professional staff. Answered phones and referred messages to appropriate personnel. Coordinated after school and daycare activities for youth and toddlers. Scheduled appointments for the Director. Mediated conflicts during day camps.

VOLUNTEER EXPERIENCE **County Health Department**, Huntsville, AL 12/00 – 12/02
Candy Striper/Personal Aid to Head Nurse
Assisted nurses with presentation set-ups at local high schools and community centers. Scheduled client appointments. Greeted patients at check-in. Performed clerical tasks including filing. Comforted

Kathy A. Tuttle

13 Turkey Creek Road, Sutton, Massachusetts 03445
617-998-5567 email: KathyT@aol.com

PROFILE

- Highly motivated **Project Management Professional** with experience and education in information technology, database management systems, and professional marketing and research.
 - Exceptional level of versatility gained from a wide array of managerial and technical skills in sales and marketing, strategic planning, retail operations, product development, database design, and finance.
 - Recognized for creativity and innovation at *New Games* in the development of novel ideas, and for the ability to think create highly professional documentation and marketing publications.
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PROFESSIONAL EXPERIENCE

SUBSTITUTE SERVICES, Denver, CO

4/2004 – Present

Substitute Teacher

- ✦ Providing classroom instruction for K-5 to high school students with an emphasis on math and science.
- ✦ Develop strategies for creating a positive learning atmosphere, with an emphasis on maintaining an environment where the students learn to succeed through cooperative and collaborative efforts.

SEATTLE CORPORATION, Seattle, WA

10/2003 – 5/2004

Shift Manager

- ✦ Responsible for the day-to-day management and operational oversight of a popular coffee shop including cash control, inventory, retail ordering, promotional set-ups, and customer service.
- ✦ Provided supervision of staff including hiring, orientation, scheduling, staff meetings, and training.

NEW MEDIA, INC., Seattle, WA

5/2002 – 12/2002

Market Research Analyst

- ✦ Participated in various market analysis and research projects that were designed to identify business opportunities, evaluate competition, define market characteristics, and assess customer preferences.
- ✦ Reviewed legal contracts, media information, advertising and sales media, and market research data.

MGM UNIVERSAL, Los Angeles, California

1999 – 2001

Special Events Coordinator and Trade Show Assistant

- ✦ Provided logistical support, customer service, and product expertise for high-profile promotional events including industry trade shows, expositions, and games developer conferences.
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EDUCATION

Master of Science Degree in Communications and Information Management (1998 – 2005)

University of Massachusetts – Amherst, Massachusetts (GPA: 3.9)

Bachelor of Science Degree in Marketing (1998 – 2003)

Middle Ridge College – Portsmouth, New Hampshire

Rick Grimes

Junior Editorial Assistant

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Stanford, CA 94116

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Twitter twitter.com/rickyfillygrimes

Phone 202-555-0115

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MA Student in English at Stanford University, made the Dean's List for three consecutive years (2014-2016), with two study abroad experiences and a semester-long research internship in Oxford, UK looking to use my strong research and writing skills, as well as my expertise in contemporary literature in the position of Editorial Assistant at Penguin Random House.

Work Experience

2015-06 - 2017-09 Editorial Intern

Faber and Faber, Stanford

- Assisted in hiring and managing a pool of freelancers as needed, including development editors, copy editors, proofreaders, indexers, recipe testers, and technical editors, including remote and on-site employees.
- Assisted in the development, design, and preparation of sales materials.
- Collected and distributed incoming mail and processed outgoing mail.
- Served as the primary contact for incoming phone calls.
- Provide general and editorial support to the Stanford staff as requested.

Education

2017-09 MA in English, Stanford University

Expected to graduate in 2018

3.95 GPA

Favorite fields of study: American Poetry: From Modernism to Postmodernism, Creative Expression in Writing, Creative Nonfiction

Thesis title: "An Analysis of the Impact of 1940s Blues Culture on the Poetic Expression of the Members of Harlem Renaissance"

Key achievement: Awarded \$15,000 2017 Drue Heinz Literature Prize for a collection of short stories "Your Latest Trick."

2013-08 - 2017-06 BA in Comparative Literature, Stanford University

3.9 GPA

Favorite fields of study: Introduction to Literary Study: Comparison, Cosmopolitanism, and the Global Novel, Literature Gone Viral, Digital Humanities, Radical Arts, Re-thinking Derrida, Being as a Spectacle

Thesis title: "Towards the Derridian Decostruction of the Notion 'Biography' on the Basis of Julian Barnes' 1984 novel 'Flaubert's Parrot'"

Extracurricular activities and achievements:

- Dean's List 2014-2016
- President of the undergraduate student board from 2015 to 2016.
- Started and ran a discussion club on Russian Postmodernist Literature.
- Chief Editor of the University Blog from 2015 to 2017.