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**Next**

## Sample Resume – Academic

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## Amanda Ambani

17 Gibson Street, Clayton VIC 3168  
0412 345 678 amandaambani@monash.edu.au

## Academic Qualifications

02/2014 - date	PhD Department of Sociology Monash University, Clayton Campus Doctoral Thesis: 'Dilemmas in Child Abuse Prevention'
02/2011 - 11/2013	Master of Arts Department of Sociology Monash University, Clayton Campus Masters Thesis: 'Problems in Intervention: The Crisis of Teenage Pregnancy'
02/2006 - 11/2010	Bachelor of Arts (First Class Honour) Major: Sociology and Literature Flinders University, Adelaide, SA Honours Thesis: 'A Sociopolitical Analysis of HIV/AIDS in Australia'

## Scholarships and Awards

11/2014	Australian Postgraduate Award, Monash University
11/2010	Flinders award for Academic Excellence, Flinders University
11/2009 - 02/2010	Elaine Brough Memorial Vacation Research Scholarship
11/2009	Dean's Commendation Certificate, Faculty of Arts

## Professional Profile

- Highly developed research qualitative and analytical skills with a strong capacity to conduct independent research
- Demonstrated ability to develop goals, objectives and implement strategies through lesson planning and teaching experience
- Proven ability to conceptualise problems and develop well-reasoned and integrated solutions, as demonstrated throughout PhD and Honours research
- Working knowledge of Word, Excel, PowerPoint and Statistical Package for Social Scientists
- Proficient in Mandarin (Chinese Cert I & II, Box Hill Institute of TAFE, 2010)

## Sample Resume for the College Application Process

**RESUME**  
for  
**JOE/JILL COLLEGE**  
2201 N. Locust  
Wahoo, NE 68066  
(402)443-4332  
e-mail: esu2.esu2.neus

SSN: 123-23-3444 (for college use only, otherwise omit. Always keep your SSN safe.)

## PERSONAL DATA: (for sports only, otherwise omit)

Height:  
Weight:  
Birth Date:

## EDUCATION:

Wahoo High School  
2201 N. Locust  
Wahoo, NE 68066  
Graduation Date: May xx, 200X  
Cumulative GPA: 3.01 on a 4.0 scale unweighted  
Cumulative Rank: 29 of 59 students  
ACT Composite: 21

## Special Academic Classes or Qualifications:

Honors American Government - 11

## ACTIVITIES, HONORS &amp; AWARDS:

## Academic Honors and Awards:

Quiz Bowl Team: Co-Captain, 12; team placed 1st at SCC-Bertrice Competition

## Athletic Awards:

Football: 9, 10, 11, 12 Lettered: 10, 11, 12

## Dramatic Arts:

One Act Play: 10, 11 – Lead Actor in "Education Quester"

## Music:

## Visual Arts:

Dana College Art Contest: 2nd Place: 11; 1st Place: 12

## Spanish Club:

Elementary Program: 12

## Other:

Boy Scouts: Eagle Scout

## OFFICES/LEADERSHIP POSITIONS HELD:

4-H Club: Member: 9, 10, 11; Vice President: 11

## COMMUNITY SERVICE:

JuniorMag: Mentor: 11, 12

## HOBBIES:

Fishing, Computer Games, Billiards: 4<sup>th</sup> Place International Billiards Competition in Minneapolis, MN, Traveling (Costa Rica with Spanish Club, 11), Play the Harmonica, Kazoo and Jew's Harp.

## WORK:

May 200X to Present  
Corner Grocery, Wahoo, Nebraska – Stock Boy, Supervisor: Joe Citizen  
Duties: stocking shelves with canned foods and produce; cleaning up spill; helping customers find items. Job Skills: punctual, conscientious, hard-working

Note: Students may wish to create a business card with some of the important information from their resume, so they can hand it to college reps at college fairs. May wish to include ACT scores, college major, and GPA & Rank

## CURRICULUM VITAE

Name in full: SHYKINO DMITRY ALEKSANDROVICH  
Date and Place of Birth: December 01, 1972, Russia, Moscow  
E-mail Address: shykino@hotmail.com  
Telephone no.: business +7(095) 958-2947



**General characteristics**  
Ph.D., Associate Professor of Management (strategic, comparative, intercultural, operational, risk-management, information management, bookkeeping and managerial accounting, economics and management in hospitality and tourism. Experienced coordinator of methodology and study process in international B.Sc. and M.Sc. programs. 34 publications in Russia and abroad on hospitality management, marketing, business planning and entrepreneurship, presentations at international conferences.

**Academic Qualifications/Memberships (in chronological order)**  
1991-1995 Pskhkov Russian Academy of Economics, Faculty of Economic Cybernetics (Russia, Moscow) - Higher Degree in Economics and Mathematics (Diploma with Honor)  
1995-1999 Pskhkov Russian Academy of Economics, Post-graduate study at the Chair of Hotel and Tourism Business (Russia, Moscow) - Ph.D. in Economics (title of the Dissertation: "Provision of Globalization of Hotel Industry")

**Professional Qualifications/Memberships (in chronological order)**  
1994-1995 Pskhkov Russian Academy of Economics, Personnel Training Center (Russia, Moscow) - Certificate of Teacher of Economic Disciplines  
1996 Institute for Service Management of the Higher Christian School of Northern Netherlands - Certificate of Lecturer and Tutor for the course "Setting Up a Company Worldwide"  
1997 Institute of Commercial Management (UK) - Single Subject Diploma in Fundamentals of the Hotel and Catering Industry, International Business Communications, Front Office Operations and Administration, Bookkeeping and Accounting Studies  
1997 The Union of French Polytechnic Students, The Union of Commercial Students in Finland, The Union of International Training Services  
1999 Christianite Hogeschool Noord-Nederland (Higher Christian School of Northern Netherlands) - Certificate of Lecturer for the course "Services Quality", "Training and Planning"  
1998-2005 The Officers and Board of Trustees of the Educational Institute of the American Hotel & Lodging Association - Certificate in 12 subjects in hospitality  
2005 Board of Trustees of the Educational Institute of the American Hotel & Lodging Association - Faculty member certificate  
2008 Member of Academy of Management, USA

**Working Experience (in chronological order)**  
Sept 2002 - June 2003, Sept 2009 - present time  
Deputy Dean of Graduate School, Pskhkov Russian Academy of Economics (Russia, Moscow, Sreymyanyy pr., 56)

Feb 2001 - Aug 2002, Sept 2003 - Aug 2006  
Tourism Faculty Head, CHN University - Qatar-Dutch Joint University of Hospitality and Tourism (Qatar, Doha, Al-Jadid street, Castle Garden Compound, P.O box 36037)

Sept 1995 - Feb 2001  
Study Process Coordinator of International Hospitality Management Program, Chair of Hotel and Tourism Business, Pskhkov Russian Academy of Economics (Russia, Moscow, Sreymyanyy pr., 56)

**Part-time jobs**  
Lecturer at "Tourism" Moscow College of Hotel and Restaurant Employees, Small Business Managers (Russia, Moscow), High School of Tourism and Hotel Management (Russia, Moscow), World Trade Center Moscow (Servintec Inc.), International University of Business and Management (Russia, Moscow), Guest Lecturer at IEN, School of Management, University of Nancy (France)

# ADAM GALLOWAY

1/2, Lea End Road, Hatborne, Birmingham B24 9WL/0721 122 22 11 / agalloway@gmail.com

## Professional Summary

An ambitious and talented professional with a proven academic background in science and valuable experience in teaching and lecturing. Possesses first-class academic written skills and is also an effective verbal communicator. Has acquired diverse professional skills through studying, researching and working in academic and professional environments and is extremely competent when it comes to liaising with students and colleagues on all levels. Takes a flexible approach to work, applying an immaculate level of detail to everything, adapting well to new goals and new professional environments. Can work effectively both autonomously and as part of a team. Has the initiative required to make decisions and possesses drive and diligence to thrive in a fast-paced environment.

## Experience

October 2013 - June 2016 Senior Lecturer in chemistry, University of Birmingham

- Teaching the university's chemistry curriculum to students.
- Delivering lectures and mentoring students of all levels.
- Collaborating with colleagues to design, manage, deliver and review the teaching and learning programmes.

January 2010 - June 2013 Postdoctoral Fellow, Department of Chemistry, University of Birmingham

- Carrying out mentored research in a variety of specialist areas in the field of chemistry.
- Working in the university chemistry lab and assisting undergraduate students.
- Involved in ordering scientific supplies for the lab.

## Education

2005-2009 University of London, Doctor of Philosophy (Ph.D) in Chemistry  
Thesis Title: Modeling Interactions of Chemical Interfaces  
Mentor: Professor M.D. Jones

2001-2004 University of York, Master of Science (M.Sc) in Chemistry  
1997-2000 University of York, Bachelor of Science (B.Sc) in Chemistry

## Awards, Distinctions and Fellowships

- Dissertation Excellence Award, University of York, 2005
- Smithson Fellowship, Smithson School of Science
- SMCF Foundation National Fellowship, University of London

## Research Interests

- Theoretical Chemistry
- Electrochemistry
- Biophysics

## Curriculum Vitae

Name Adam Galloway  
Working Address  
100011 Lea End Road  
Hatborne, Birmingham B24 9WL  
Phone: 0121 359 4844  
Email: adam.galloway@ucl.ac.uk

Job Title  
Senior Lecturer  
University of York  
Department

## Education

2005 to 2009 Ph.D in Physical Science (University of London)  
Thesis Title: Modeling Interactions of Chemical Interfaces  
Mentor: Professor M.D. Jones

2001 to 2004 M.Sc in Chemistry (University of York)

1997 to 2000 B.Sc in Chemistry (University of York)

1996 to 2002 Ph.D in Physical Science (University of York)

1994 to 1996 M.Sc in Chemistry (University of York)

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1945 to 1947 Ph.D in Physical Science (University of York)

1944 to 1946 M.Sc in Chemistry (University of York)

1943 to 1945 B.Sc in Chemistry (University of York)

1942 to 1944 Ph.D in Physical Science (University of York)

1941 to 1943 M.Sc in Chemistry (University of York)

1940 to 1942 B.Sc in Chemistry (University of York)

1939 to 1941 Ph.D in Physical Science (University of York)

1938 to 1940 M.Sc in Chemistry (University of York)

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1936 to 1938 Ph.D in Physical Science (University of York)

1935 to 1937 M.Sc in Chemistry (University of York)

1934 to 1936 B.Sc in Chemistry (University of York)

1933 to 1935 Ph.D in Physical Science (University of York)

1932 to 1934 M.Sc in Chemistry (University of York)

1931 to 1933 B.Sc in Chemistry (University of York)

1930 to 1932 Ph.D in Physical Science (University of York)

1929 to 1931 M.Sc in Chemistry (University of York)

1928 to 1930 B.Sc in Chemistry (University of York)

1927 to 1929 Ph.D in Physical Science (University of York)

1926 to 1928 M.Sc in Chemistry (University of York)

1925 to 1927 B.Sc in Chemistry (University of York)

1924 to 1926 Ph.D in Physical Science (University of York)

1923 to 1925 M.Sc in Chemistry (University of York)

1922 to 1924 B.Sc in Chemistry (University of York)

1921 to 1923 Ph.D in Physical Science (University of York)

1920 to 1922 M.Sc in Chemistry (University of York)

1919 to 1921 B.Sc in Chemistry (University of York)

1918 to 1920 Ph.D in Physical Science (University of York)

1917 to 1919 M.Sc in Chemistry (University of York)

1916 to 1918 B.Sc in Chemistry (University of York)

1915 to 1917 Ph.D in Physical Science (University of York)

1914 to 1916 M.Sc in Chemistry (University of York)

1913 to 1915 B.Sc in Chemistry (University of York)

1912 to 1914 Ph.D in Physical Science (University of York)

1911 to 1913 M.Sc in Chemistry (University of York)

1910 to 1912 B.Sc in Chemistry (University of York)

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1818 to 1820 M.Sc in Chemistry (University of York)

1817 to 1819 B.Sc in Chemistry (University of York)

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