

Charles Chemistry
Boca Raton, FL
(505) 555-8683
charleschemistry@gmail.com

EDUCATION **Bachelor of Science in Chemistry** **May 20XX**
Florida Atlantic University Boca Raton, FL
GPA 3.7/4.0

COURSEWORK Physical Chemistry I&II + Labs Structural Biochemistry
Inorganic Chemistry + Lab Biochemistry I&II
Medicinal Chemistry Environmental Chemistry

SKILLS Flash Chromatography Laboratory Safety Procedures
Analysis and Calculations Microsoft (Word, Excel)
Chemical Property Evaluation Quantitative & Qualitative Analysis

EXPERIENCE **Research Assistant** **August 20XX – Present**
Florida Atlantic University Boca Raton, FL

- Under supervision of Dr. Jones, assist in flash column chromatography, determining the correct method of application
- Determine silica gel to compound ratio and determine columns progress by TLC
- Use SPSS and Microsoft Excel to run statistical calculations to complete quantitative analysis

Summer Office Assistant **June 20XX – July 20XX**
Gray Matter Technologies West Palm Beach, FL

- Received inventory, tracked invoices, and ensured equipment was stored properly in accordance to safety regulations
- Communicated with customers, answered phone inquiries and used interpersonal communication skills to promote the business
- Assisted in office scheduling with potential clients using Outlook

Host **May 20XX – September 20XX**
Outback Steakhouse Ft. Lauderdale, FL

- Greeted customers, took food orders, managed monetary transactions, and answered questions about menu options
- Tracked store inventory, ordered supplies, and calculated total deposits for daily transactions

LANGUAGES Fluent in German, Russian, and English

