

CURRICULUM VITAE

(CV) TIP SHEET

A CV, short for Curriculum Vitae, is a document that summarizes a person's educational background, work experience, skills, and achievements. It is commonly used when applying for jobs or academic positions to showcase one's qualifications and suitability for the role. A CV emphasizes a person's overall professional journey, including academic pursuits, research, and teaching experience.

Set Your Margins to 1"

If needed, you can expand your content and create a smaller margin. However, don't go any smaller than a .5 margin. Remember, white space, i.e., space without text, aids in readability.

Include All the Details

CVs are typically longer documents and include additional sections such as publications, presentations, and professional organizations.

Use a Black, Easy-To-Scan Font

Fonts we recommend include Arial, Arial Narrow, Calibri, Gill Sans MT, Georgia, Times New Roman, and Veranda.

10-12 Point Font is Key!

Use a 10-12 point-sized font for the body of your resume and CV and a 14-18-point font for your name.

Need assistance with your resume? Meet with Us!

Schedule an appointment on Handshake or stop in during walk-in hours. The Career Consultants and Career Ambassadors are here to help you feel career-ready!



Virtual Resume Drop Box

Looking for a digital way to get your resume reviewed? Submit your resume to the drop box on our website to have our team review your document and send you virtual feedback!

utoledo.edu/career/students/resume-dropbox.html

Use Bolding Consistently

Bolding can be used for section headers, degrees, and job titles.

Avoid Using Italics

The use of italics is not recommended, as it is not always ATS-friendly.

Avoid Using Graphics

Avoid using tables, columns, text boxes, headers, footers, underlining, graphics, and symbols in your resume. These elements are unreadable by scanning software.

Use Bullet Points

Make your resume easy to read with action-oriented statements headed by bullets versus dense blocks of sentences. Learn how to write your bullets in the sections

RESUME vs. CURRICULUM VITAE

RESUME

Standard resume sections include:

- Education
- Relevant Work Experience, Internships, Clinical Rotations, Etc.
- Campus Involvement, Leadership, Community Involvement, and/or Professional Organizations
- Honors & Key Skills
- References

CURRICULUM VITAE

Standard CV sections include:

- Education
- Certifications And Licensures
- Postgraduate Education (Residencies, Fellowships)
- Honors, Awards, And Scholarships
- Employment/Professional Experience
- Teaching Experience
- University/Institutional Committees
- Major Research Interests
- Current Research Support/Training Grants
- Publications
- Professional Presentations
- Exhibitions, Readings, And Performances (For Artists)
- Professional Organizations
- Community Involvement

WRITING BULLET POINTS

ACTION VERB	+ WHAT/HOW/WHY	+ RESULT	= ACCOMPLISHMENT
Advised	One student for two years, encouraging and assisting them with studies and adjusting to different grade levels	Helping them increase their grade average by one full grade	Advised one student for two years, encouraging and assisting them with studies and adjusting to different grade levels helping them increase their grade average by one full grade

QUICK TIPS

- *Experience does not have to be paid work experience. It can come from internships, co-ops, volunteer experiences, campus involvement, and student research and projects.*
- *Connect with your professors to ask about*



CV OUTLINE

All sections do not need to be included.

CONTACT INFORMATION

First and Last Name, email, contact number, and LinkedIn profile link (if applicable)

EDUCATION

List all your college/university degrees starting with your latest degree and in reverse chronological order using the following format:

Degree Title, Field of Study

Institution, City, State (and Country if not U.S.), Date your degree was awarded

CERTIFICATIONS AND LICENSURES

Provide the following information for each certification and/or license:

Area of Specialty

Name of the board/entity issuing certification, Date of issue

Name of License

State and/or Foreign Country, Date of issue and period covered by the document, if there is a time limit

POSTGRADUATE EDUCATION (RESIDENCIES, FELLOWSHIPS)

Start with your most recent position first. Provide the following information for each postgraduate education experience:

Area of Training

Institution, City, State (Country, if not U.S.), Dates (From-To)

HONORS, AWARDS, AND SCHOLARSHIPS

List your honors, awards, and scholarships in reverse chronological order:

Name of the award, Individual/institution/company issuing the award, Date award was received

Tip: Separate multiple awards with a semi-colon

EMPLOYMENT/PROFESSIONAL EXPERIENCE

List all relevant employment in reverse chronological order:

Title/Faculty rank and track (e.g., clinical, research, etc., if applicable), Nature of employment (full or part-time, salaried, or volunteer)

Name of the organization, business, or educational institution

Department or unit within the organization, Dates (From-To)

Bulleted, action-oriented statements of your work, results, and accomplishments

TEACHING EXPERIENCE

List any higher education teaching experience in this format:

Title

Name of institution, Department, Dates (From-To)

Describe your work results and accomplishments including the specific numbers of students, residents, and fellows trained

CV OUTLINE



All sections do not need to be included.

UNIVERSITY/INSTITUTIONAL COMMITTEES

List your memberships in any institutional committee(s) in reverse chronological order:
Name of committee, Office held, if applicable (e.g., chair, secretary, etc.), Dates (From-To)
Use semi-colons between entries.

MAJOR RESEARCH INTERESTS

List your specific research interests

CURRENT RESEARCH SUPPORT/TRAINING GRANTS

Include only those grants, which have been funded. For each, include:

Title of the grant

Funding agency, Period of support (From-To)

Name, department, and institution of principal investigator/director

Your role on the project (if not principal investigator/director)

PUBLICATIONS

List all your publications according to your discipline's preferred citation style. For ease of reading, categorize your publications with subcategories, i.e., peer-reviewed publications, non-peer-reviewed publications, books, and book chapters, invited reviews, and others. For each publication, provide the following information:

All authors, in the order that they appear in the journal

Title of the paper/article

Journal, Volume, First and last page number of the paper, Year of publication

PROFESSIONAL PRESENTATIONS

List the professional presentations you have conducted in reverse chronological order:

Title of the presentation

Co-presenter name(s)

Conference, meeting, or event, Date Presented

EXHIBITIONS, READINGS, AND PERFORMANCES (FOR ARTISTS)

List your exhibitions, readings, or performances in reverse chronological order:

Title of the exhibition, reading, or performance

Your role; and co-presenter(s), performer(s), accompanist name(s), if applicable

A description of exhibitions, readings, and performances, if warranted

The venue, conference, meeting, event, and Date performed

PROFESSIONAL ORGANIZATIONS

In reverse chronological order, list your memberships and activities in relevant professional organizations:

Name of organization, Office held, if applicable (e.g., chair, secretary, etc.), Dates (From-To)

COMMUNITY INVOLVEMENT

List your community involvement also in reverse chronological order:

Name of organization, Office held, if applicable (e.g., chair, secretary, etc.), Dates (From-To)

NOTE: REFERENCES SHOULD BE LISTED ON A SEPARATE DOCUMENT.

BIC D. BHARGAVA

BDBhargava@gmail.com 708.222.4343 LinkedIn.com/in/bdbhargava

Highly motivated Molecular Biologist seeking a scientist position in a biotech company. Deep repertoire of laboratory experience across multiple systems with expertise in molecular biology, cell biology, and biochemistry. Research interests include Cancer biology, RNA biology, and translational research.

EDUCATION

Doctor of Philosophy, Cellular and Molecular Biology, 2019

The University of Toledo, Ohio

Dissertation Title: The *miR-17~92* cluster contributes to MLL leukemia development through repression of the MEIS1 competitor PKNX1

Advisor: Dr. Nick Selznick, Ph.D.

External funding: NIH T32AI007508-11A1

Bachelor of Science, Biology, 2008

Minor: Chemistry

Loyola University, Chicago, Illinois

Honors: Presidential Scholarship (2000-2004), Dean's List (2003-2004)

EXPERIENCE

Hematogenix Laboratory Services, Tinley Park, Illinois

March 2021 – Present

Scientist

- Support ongoing clinical trial studies and diagnostic functions in a CLIA-certified clinical lab.
- Perform quality control tests on new antibody lots, reagent batches, and instrument settings to ensure consistent results across flow cytometry platforms.

Johns Hopkins University, Baltimore, Maryland

September 2019 – August 2021

Postdoctoral Fellow

- Designed, implemented, and troubleshoot experiments pertinent to ongoing projects within the lab.
- Responsible for generating data pertinent to ongoing projects within the lab.

The University of Toledo, Department of Biology, Toledo, Ohio

August 2014 – September 2019

Graduate Research Assistant

- Formulated the central hypothesis and project aims about miRNA function within MLL leukemias (Project information described below).
- Designed, implemented, and troubleshoot experiments.
- Responsible for all technical writing and presentations about the project, including posters, presentations, manuscripts, and figure preparation.

The University of Nebraska Medical Center, Band Lab, Lincoln, Nebraska

November 2009 – July 2014

Research Technologist

- Continued research responsibilities from Evanston Northwestern Healthcare on the hAda3 project.
- Assisted in the relocation of the lab to the UNMC to quickly and seamlessly resume operations and experimental productivity.

**Evanston Northwestern Healthcare, Surrey Lab, Evanston, Illinois**

September 2008 – October 2009

Research Assistant

- Implemented experiments under the supervision of post-doctoral fellows and principal investigators in support of hypotheses being tested by the lab in both the hAda3 project and Notch projects (Project information described below).
- Presented research updates in laboratory meetings, contributed to experimental planning and provided feedback and questions for colleagues.
- Oversaw organization for the *C. elegans* subgroup within the lab.
- Managed the maintenance and replication of the *C. elegans* siRNA library for use in future experiments.

AREAS OF RESEARCH EXPERIENCE**Isolation and quantification of nucleic acids**

- Isolate and purify RNA and miRNA using TRI- and kit-based protocols without degradation of the RNA sample.
- Quantify RNA through real-time qPCR via Taqman-based systems.
- Perform southern blots to screen ES cells for homologous recombination.
- Standardize purification and amplification conditions for genotyping single cells.

Isolation and quantification of proteins

- Assess protein levels by Western blotting in samples isolated from transgenic mice and *in vitro* experiments.
- Perform co-immunoprecipitation experiments to determine the complex composition of PBX-containing complexes.

Cloning

- Perform all steps required to design and build constructs from scratch, including restriction digests, PCR amplification, ligation, reverse transcription, and single/multi-site-directed mutagenesis.
- Design and generate plasmid constructs including luciferase reporter constructs, and *C. elegans* expression constructs.
- Contribute to the cloning and design of constructs required for generations of conditional knockout mice (*Ada2b* and *GCN5*).
- Proficient in transformation and screening of colonies via colony PCR, restriction mapping, and sequencing.

Basic microbiology techniques

- Prepare reagents and growth of bacteria as required for cloning experiments.
- Perform transformation via electroporation, and heat shock protocols.
- Prepare chemical competent cells via MnCl₂ protocol (Scott lab protocol).
- Isolate and purify DNA plasmid from bacterial cultures via alkaline lysis protocols and kit-based mini-, midi- and maxi-prep protocols.

Cell culture

- Culture cells in both adhesion and suspension cultures (including human leukemia cell lines, mammary epithelial cell lines, and MEFs).
- Isolate murine bone marrow and purified for CD117+ stem/progenitor cells for use in leukemic transformation experiments.
- Generate MEF cell lines from mouse embryos using 3T3 protocol, for *Ada3* (*wt*), *Ada3*(+/-), *Ada3*(-/-).
- Proficiently utilize CaPO₄ transfection, Lipofectamine® treatment, retroviral infections, and other *in vitro* genetic manipulation methods.
- Standardize experimental culture conditions for human methylcellulose colony assays.

Murine experiments

- Manage the breeding and maintenance of several mouse colonies across multiple conditional knockout projects to efficiently generate desired genotypes and screen for phenotypes relevant to study.
- Perform genotyping, tail-clipping, dissection to isolate specific organs and tissue for examination, embryo isolation/dissection.



Fluorescence-Activated Cell Sorting (FACS) experiments

- Study cell cycle via Propidium Iodide staining.
- Examine antagomir uptake through treatment with fluorescently labeled antagomirs.
- Assess success of viral transduction by GFP.
- Inspect cell surface markers using fluorophore-conjugated antibodies.

C. elegans techniques

- Maintain ongoing cultures, performed RNAi experiments, generated reagents.
- Generate transgenic lines of animals by microinjection according to previously established protocols.

PUBLICATIONS

The miR-17-92 cluster contributes to MLL leukemia development through repression of the MEIS1 competitor PKNOX1. Bhargava BD, Seleznik, NJ. Res. 2017 Apr 16; 46:5160. DOI: 10.1016/j.leukres.2016.04.006. Epub 2017 Aug 27.

Mammalian alteration/deficiency in activation 3 (Ada3) is essential for embryonic development and cell cycle progression. Mohibi S, Gurumurthy CB, Nag A, Wang J, Mirza S, Bhargava BD, Quinn M, Katafiasz B, Eudy J, Pandey S, Guda C, Naramura M, Band H, Band V. J Biol Chem. 2012 Aug 24; 287(35):29442-56. DOI: 10.1074/jbc.M112.378901. Epub 2012 Jun 26.

MicroRNAs in leukemias: emerging diagnostic tools and therapeutic targets. Bhargava BD, Seleznik NJ. Curr Drug Targets. 2010 Jul; 11(7):801-11. Review.

Upregulation of the let-7 microRNA with precocious development in lin-12/Notch hypermorphic Caenorhabditis elegans mutants. Solomon A, Bhargava BD, Ortega-Cava C, Liu VW, Gurumurthy CB, Naramura M, Band V, Band H. Dev Biol. 2008 Apr 15; 316(2):191-9. DOI: 10.1016/j.ydbio.2007.12.046. 2008 Jan 1.

PROFESSIONAL ASSOCIATIONS

American Society for Biochemistry and Molecular Biology, since 2015

American Institute of Biological Sciences, 2009

COMMUNITY WORK

Tinley Park United Church, Stewardship Campaign Chair, 2021 to current

Greater Chicago Science in the Classrooms, Guest speaker, 2022