

THE RESUME AND CV GUIDE: How to Catch a Recruiter’s Eye

Welcome to our resume and curriculum vitae (CV) guide—which has been written especially for you—to give you a competitive career and professional advantage.

The purpose of a resume or curriculum vitae (CV) is this: To land you an interview. A well-written, targeted resume or CV is essential when applying for internships, full- and part-time jobs, enrichment programs, graduate schools, and scholarships.

This guide is designed to help you create a resume or CV that is eye-catching, easily readable, and full of compelling content. In addition to this guide, we have many outstanding student resume examples for you to view in the Career Services office. Plus, if you need additional help, you can have your resume reviewed by one of our Career Ambassadors or Career Consultants.

I. Visual Appeal

Before you dive into your resume, let’s look at where it all begins—the look and the readability of your resume.

Did you know that recruiters spend just six seconds scanning a resume before deciding whether to keep it or toss it? For online applications, [applicant tracking software \(ATS\)](#) scans and rates your resume in seconds, too. Therefore, your resume needs one-column formatting with ample amounts of white space, and most importantly, compelling, readable content that aligns with the job or program’s stated requirements.

In formatting your resume or CV, here are important guidelines based on our review of hundreds of resumes:

Margins 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.

Length	Work to keep your resume to one page. CVs are typically longer documents and include additional sections such as publications, presentations, and professional organizations.
Font	For best results, use a black, easy-to-scan font. Fonts we recommend include Arial, Arial Narrow, Calibri, Gill Sans MT, Georgia, Times New Roman, and Veranda.
Font Size	Use a 10-12 point-sized font for the body of your resume and CV and a 14–18-point font for your name.
Bolding	Use bolding consistently throughout your resume or CV. Bolding can be used for section headers, degrees, and job titles.
Italics	Use of italics is not recommended, as it is not always ATS friendly.
Graphics	Avoid using tables, columns, text boxes, headers, footers, underlining, graphics, and symbols in your resume. These elements are unreadable by scanning software.
Bullets	Make your resume come to life—and get read—with action-oriented statements headed by bullets versus dense blocks of sentences. We will address how to write your bullet sentences in Section III. So, keep reading!

II. Contact Information

With visual appeal covered, let's start at the top of the page. Make it easy for the prospective employer or graduate school to contact you with the following information:

- A. List your first and last name in bold type.
- B. Immediately under your name, list your UToledo email address.
- C. Next, list your LinkedIn profile URL portfolio URL, or website URL.
 - Before adding your LinkedIn profile URL, make sure it is complete, up to date, and professional-looking. Be sure to update your sites as you update your resume with new skills and experiences.
- D. Lastly, list your phone number, and keep these phone tips in mind:

- Be sure you have a professional voicemail message connected with your phone number, and check your voicemails regularly, and for that matter, your emails too!
 - Better yet, answer your phone when you are in the season of job applications. Do not answer your phone when the environment is very noisy, your conversation might be awkwardly interrupted, or in other situations that can seem too personal and unprofessional.
- E. In today's virtual world, listing your physical address on your resume is not necessary. However, use your physical address if you live in the city where you wish to be employed or are applying for federal positions.

III. Resume Sections and Content

FOR RESUMES

With your header completed, you are ready to create the body of your resume. Standard resume sections for college students include:

Summary or Professional Statement

Education

Relevant Work Experience, Internships, Clinical Rotations, etc.

Campus Involvement, Leadership, Community Involvement, and/or Professional Organizations

Honors

Key Skills

FOR CVs

If you are pursuing research positions or graduate or professional school or if you are in graduate or professional school, you may extend your resume to two or three pages to include these important sections:

Lab, Research, or Clinical Experience

Presentations or Performances

Publications

Professional Organizations

Please note that many healthcare positions will use the terms CV and resume interchangeably. If you are about to graduate, or a recent graduate, the content on your resume and CV may be the same.

SUMMARY

A word about a career objective: Career objectives are not considered a worthwhile statement on a resume according to recruiters. You should have your objective in mind, (what it is that you wish to achieve) just don't list it on your resume.

A **Summary** element on a resume is used for an individual who has an extensive resume. It describes your qualifications in 3-5 sentences and convinces the recruiter to read your entire resume.

Example: An experienced marketing professional with eight years of progressive experience. Proven success in running email marketing campaigns and implementing marketing strategies that have resulted in a 20% increase in qualified leads. Proficient in content, social media, and inbound marketing strategies.

EDUCATION

Degree(s)

As a college student or recent graduate, your college degree is of foremost importance on your resume. List the full name of the degree you are pursuing, your major, and your expected date of graduation. For graduate degrees, list your dissertation/thesis title, concentration(s), and specialty(ties).

Here is a visual guide to help you present this section:

Doctorate (e.g., Doctor of Education, Doctor of Philosophy, Doctor of Medicine, Doctor of Pharmacy), major/area, expected date of graduation

Dissertation title/concentration/specialty

University of Toledo

Master's degree (e.g., Master of Arts, Master of Business Administration, Master of Education, Master of Science), major, expected date of graduation

Thesis title

University of Toledo

Bachelor's degree (e.g., Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Education, Bachelor of Science), major, expected date of graduation

University of Toledo

Order your education section in reverse chronological order, i.e., list your most recent degree first, then your next degree, and so forth.

GPA

Include your GPA if it is a 3.0 or above. This is a general rule of thumb. Some competitive majors such as Nursing require higher GPAs for admission so you may decide you do not want to list your GPA even if it is above a 3.0. Your GPA can be listed under your degree.

A resume writing tip: List your major GPA, instead, if it is higher and highlights you better. Be sure to title it as Major GPA.

Relevant Coursework

Another helpful resume writing tip: If your resume or CV lacks relevant work experience, you can enhance your resume or CV with the names of key, high-level college courses and unexpected elective coursework you have taken/are taking related to the position you are seeking. Separate your listed courses with commas.

Study Abroad

This is a great place for you to shine. Not everyone has international study experience. List where you studied, courses/topics, and key learnings from these study abroad experiences.

Licensure

Professional programs such as Education, Social Work, and Nursing require licensure to be employed in those fields. You will want to list your licensure directly after your education, so it is easy for an employer to see you are qualified for the position.

High School Education

For beginner college resumes, you can include your high school education information. However, by the end of your sophomore year, we recommend that you remove it unless you graduated from a top high school in the city where you are seeking a position.

WORK EXPERIENCE

Relevant, skill, and competency-building experience come from many sources including Full-time work; clinical rotations; internships and co-ops—both paid and unpaid; and part-time, summer, and work-study positions. You will want to focus not on your duties in these positions but on the skills and competencies you developed in them. The National Association of Colleges and Employers (NACE) lists eight [Career Readiness Competencies](#) that you will want to consider and highlight in your experience sections.

1. Take stock of all your work experiences.
2. If you have a list of unrelated positions, include your most relevant, recent experiences that best showcase how your strengths align with the position's requirements.
3. You'll list the positions you hold or held in reverse chronological order, i.e., begin with your current or most recent position.

4. A secret resume-writing weapon: When writing about your work, which you'll do in a moment, use skill-specific keywords from the position description. Use those "killer" keywords within your bullet statements.
 - Skill-specific keywords are used by application software to scan, sort, and score digital resumes. Recruiters and hiring managers also look for task-specific keywords as they scan resumes.
 - Identify your must-include keywords by reading postings of desired jobs and internships. Glean these keywords and include them in your resume when they are genuine to your work experiences and applicable to the role for which you are applying.
5. Use more bullet points for your most relevant experience and less for less relevant experience. Bullets should describe your experience, skills, and accomplishments to make it easy for the reader or software to scan your resume. A general rule of thumb is 3-4 bullet points per experience but be sure to emphasize your most relevant experiences.

Start each bullet with an **action verb** and describe what you did/do, for whom, and why, including the outcome.

Examples of action verbs include:

Achieved, built, conducted, created, designed, developed, edited, engaged, ensured, finalized, generated, led, marketed, performed, taught, tested, utilized, verified.

6. Do not begin your bullet statements with "responsible for" or "duties included." These are useless fillers.
7. Do not use personal pronouns such as I, my, we, or our.
8. For current positions, use present tense action verbs, e.g., administer, develop, and teach.
9. Use past tense verbs if you're no longer in the role, e.g., administered, developed, and taught.
10. Keep each bullet to no more than two lines.

11. List your most relevant bullets first. Look at the job posting to see what the organization is seeking and how you have what they want.
12. With the above points in mind, here is how to impactfully write about your bullet statements.
 - a) First, start by jotting down your tasks.
 - b) Next, think about your tasks using the SAR method: **Situation, Action, and Results**. That is, each bullet point should describe a specific situation, the action(s) you took, and the results you produced or achieved.
 - c) To further assist and inspire you, here are some examples of some well-crafted bullet points:

Entry-level Examples

- Provided excellent customer service to over 100 individuals a day in a fast-paced, retail environment.
- Trained over 20 new team members in basic food handling and safety to ensure compliance with restaurant health department regulations.
- Provided outstanding frontline service to a diverse population—every contact, every time—by phone, in person, and email.

Creative Research and Design Examples

- Partnered with a team of researchers and designers to research the mobile app user experience for PNC Bank resulting in changes that increased customer usage by 19%.
- Collaborated with the design team to create new wayfinding signage for the John Glen Columbus International Airport which the airport adopted.

Marketing Examples

- Created compelling features and benefits copy for Closet Ecology's e-commerce collection achieving a 25% increase in conversion rate.
- Conducted market research on the Toledo-area's estate sale company competitors for a start-up senior relocation company which helped the owners develop stronger sales pitches.

Medical Examples

- Administered and documented Moderna COVID-19 vaccines to faculty, staff, and students at the University of Toledo thus reducing the spread of the virus on campus.
- Performed screening, examination, evaluation, treatment, and discharge of adolescent and adult patients with orthopedic or neurological diagnoses in the outpatient setting.
- Traced COVID-19 contacts through phone interviews with approximately three confirmed cases per day, contributing to the reduction and prevention of the spread of the coronavirus.

Performing Arts Examples

- Created a series of 5-minute music education videos on Rhythm, Melody, Harmony, Timbre, Dynamics, Texture, and Form for elementary students.
- Served as rehearsal accompanist and vocal coach for the Sylvania United Methodist Church Chancel Choir.

Teaching: Science and Math Examples

- Selected by the Chemistry and Biology faculty to tutor peers in 200-level courses for four hours per week using special training provided to identify learning challenges and to use strategies for improved retention.
- Designed and implemented lesson plans in Algebra II that used evidence-based strategies like modeling, guided practice, drill and skill, graphic organizers, and examples/non-examples.

CAMPUS & COMMUNITY INVOLVEMENT or LEADERSHIP

Employers and graduate schools like to see students active both on- and off-campus because they, too, create and demonstrate skills. List your college-level leadership positions and describe your accomplishments in each role. Also, list any activities that may not have involved leadership but show dedication to a cause if they are related to the position you are seeking.

Rather than stating the purpose of the club or organization, describe how you specifically impacted its success. Here are some examples to assist you:

- Collaborated with the Toledo Economic Development Commission Executive Board and developed a community educational workshop, "Must-Have Social Media for the New Entrepreneur" resulting in new, downtown small businesses seeing an increase in customer engagement.
- Tutored grade-school children from low-income families for two hours each week in reading and math activities improving their grades and reading levels.
- Researched and wrote three news articles per month for the "Toledo Today" website.
- Volunteer one Saturday each month delivering food to those without transportation resulting in reducing hunger and improving the nutrition of those in need.

SKILLS

A resume writing tip: Use Skills as a category for your resume or CV if don't have relevant work experience that showcases skills. Only include hard, testable skills such as specific software programs and tools, foreign language(s), and lab tools and procedures.

REFERENCES

Unless requested, do not include references as part of your resume. Also, do not state at the end of your resume, "References Available on Request." It's assumed that if you apply for a position you will provide references when asked.

When you're asked to submit references, have a page ready with your references' names; contact information, i.e., phone and email; and your relationship to each reference. Head your reference page just as you did your resume.

Ask supervisors, professors, or community leaders who can speak to your work performance for permission to list them as a reference. Here is where the work you've done building your professional network pays off. You'll want to use people with whom you've built a professional relationship to serve as references.

IV. Professionalism

These final tips are presented to give you a lead over the competition. Stand above the crowd!

- It may be tempting to embellish or fabricate your work experience, but don't. Keep it real; keep it honest; keep it factual.
- Make sure that your resume is free from spelling errors and grammatical pitfalls. Resumes with glaring errors result in rejection.
- Find a skilled proofreader to review your resume or CV.
- To preserve your resume's formatting, save your resume as a PDF before sending it. Only send your resume in Word unless you are specifically requested to do so.
- When offering your resume in person or if you are mailing a printed copy of your document, have it printed on a ≥ 20 -pound weight white or off-white paper.
- Be sure to keep your references apprised of your job search progress. Send them a thank you for serving as references and playing a role in getting you selected.

In closing, a resume or CV is your chance to shine. It is your story about your academic, work, and leadership experiences that make you uniquely qualified for a particular position, scholarship, or program. A resume or CV is also a great tool to assess where you are and to help chart where it is you wish to go.

It's now up to you. Take time to write your resume or CV. Don't rush the process, enjoy it.

Finally, let us know your success with your resume writing. Give us your feedback on this guide and let us know of any help you need or questions you may have.

Ready, set, resume!

V. Rocket Resume Examples

Enjoy the following pages of resume and CV samples to help you write your Rocket resume or CV!

If you have a resume or CV that you'd like to submit in consideration for inclusion in this guide or our office as an outstanding example, please email Mark.Ballard@utoledo.edu.

ROCKY ROCKET

Rocky.Rocket@rockets.utoledo.edu 419.123.4567 [Linkedin.com/in/RockyRocket](https://www.linkedin.com/in/RockyRocket)

EDUCATION

Bachelor of Arts in Communication Studies, May 2025 (projected)

University of Toledo, Ohio; Current GPA: 3.2

High School Diploma, May 2021

Bowsher High School, Toledo, Ohio; GPA: 3.8

Honors: Spanish Honors Society, National Honor Society, National Merit Scholar

Clubs & Organizations: Political Science, Show Choir, Theater, Yearbook Committee

SPECIAL SKILLS

Microsoft Word, PowerPoint, Excel certified; Adobe Photoshop, InDesign, Canva proficient

Spanish: Intermediate level; French: Beginner level

WORK EXPERIENCE

Sales Representative, ABC Retail Store, Toledo, Ohio; September 2021 - Present

- Provide positive, individualized customer care to hundreds of walk-in customers each week
- Answer questions regarding the ABC Credit Card, weekly sale items, and return policies
- Manage and balance the cash register, restock shelves, and assist customers in locating items
- Nominated Employee-of-the-Month three times for excellent attitude and customer service skills

Child Care Provider, Smith Household, Toledo, Ohio; May 2020 - Present

- Care for three children under six years of age
- Plan, organize, and implement a variety of fun and educational activities including art projects, athletic activities, and educational outings to increase the children's knowledge and social skills

Student Tutor, Toledo Public Schools, Toledo, Ohio; summers 2019 and 2020

- Instructed elementary school students on how to apply mathematics and scientific concepts to their homework assignments
- Coordinated a weekend trip to the Cincinnati Zoo each season and designed a packet of math and science questions related to the animals and exhibits the children encountered at the Zoo
- Tutored one student for two years, encouraging and assisting him with studies, and adjusting to different grade levels resulting in him increasing his grade average by one full-letter grade

Host/Server, Bob Evans Restaurant, Toledo, Ohio; January 2017 - August 2018

- Welcomed and seated guests ensuring comfort and satisfaction—every customer, every time
- Thoroughly answered questions regarding the preparation and ingredients of varied menu items
- Confirmed customer satisfaction during each meal and resolved any issues quickly and professionally

VOLUNTEER EXPERIENCE

Volunteer, St. Paul's Soup Kitchen, Toledo Ohio; Fall 2019 - Present

- Serve meals, as part of a team, to over 100 individuals each week
- Created and implemented a brown-bag lunch program by collecting donations to fill the bags with ready-to-eat lunch items so individuals in need could take them home

Volunteer Summer Camp Counselor, YMCA, Toledo Ohio; Summers 2017 & 2019

- Co-led a group of ten first graders to develop cooperation and teamwork skills
- Implemented games designed to encourage creative problem-solving in science and engineering
- Awarded "Counselor of the Week" twice for effective leadership skills



ROCKSY ROCKET

(419) 444-1234 Rocksy.Rocket@rockets.utoledo.edu [LinkedIn.com/in/RocksyRocket](https://www.linkedin.com/in/RocksyRocket)

EDUCATION

Bachelor of Science in Economics, May 2022

Minor: Marketing

University of Toledo, Ohio

Major GPA: 3.5

CAREER-RELATED EXPERIENCE

Citizens National Bank, Toledo, Ohio

Corporate and Institutional Banking Intern, January 2022 to present

- Collaborate with underwriters to develop relationship profitability models and to assign a grade to the liquidity and solvency of each company based on an analysis of their financial statements
- Assist relationship managers in managing current client accounts between \$10 and \$50 million by meeting with the CEO, CFO, or management and creating presentations about the customer's banking history with CNB
- Researched over 100 local companies and developed reports to provide a recommendation to relationship managers on the quality of the prospective customer

Directions Credit Union, Perrysburg, Ohio

Customer Service Representative, May to August 2021

- Assisted members with financial transactions, resolved member issues, and matched financial services to meet members' needs
- Cross-sold and referred bank products and services to specific customers through needs identification to maximize a profitable relationship
- Provided excellent customer service by processing transactions accurately, promptly, and with a professional attitude

CAMPUS LEADERSHIP

University Orientation Programs, University of Toledo, Ohio

Campus Ambassador, January 2022 to present

- Serve as a guide and information specialist to prospective students, alumni, and other campus visitors
- Guide up to four campus tours per week for groups between five and forty people and engage audiences with a unique and relevant tour

SPECIAL SKILLS & TRAINING

STATA and MatLab proficient

Microsoft Office Suite certificated (Access, Excel, OneNote, PowerPoint, and Word)



ROCKSY ROCKET

(419) 444-0000 Rocksy.Rocket@rockets.utoledo.edu

EDUCATION

Bachelor of Science in Environmental Science, May 2022

University of Toledo, Ohio

Major GPA: 3.5

CAREER-RELATED EXPERIENCE

Clean Water Ohio, Toledo, OH, June 2021-August 2021

Water Quality Monitoring Intern

- Collected near-shore water quality samples, on Lake Erie using a canoe, for bacteria, nutrients, and chlorophyll lab analyses.
- Created improved processes for preparing, using, and storing sample bottles, coolers, and water sampling equipment.
- Input field and laboratory data into the ODNR database and assisted in GIS watershed analysis and reporting.
- Contributed my writing and editing skills to the development of the 2021 Ohio State of the Lake Report Card.

Echo Hill Outdoor School, Maumee, OH, Summer 2020

Summer Camp Intern

- Assisted the teaching staff with all aspects of the school curriculum including planning, co-teaching, and assessing classes for students' enjoyment and innovative learning.
- Collaborated with teachers to create and implement new course and curriculum ideas including "Canoe Classroom" which involved taking students out in canoes to learn about the river.
- Completed a research project that detailed past, present, and potential future conservation and water quality efforts for the Maumee River.

Maumee Bay State Park Clean-Up, Oregon, OH, May 2018 and 2019

Volunteer

- Took part in trash removal and general up-keep efforts at Maumee Bay State Park.

ADDITIONAL WORK EXPERIENCE

Linwood Community Pool, Wauseon, OH, Summer 2019

Head Swim Instructor and Lifeguard

- Taught children ages 4-13 basic water skills through advanced swimming techniques and eased the anxieties of children and their parents.
- Warned swimmers of improper activities; enforced pool regulations and water safety policies.
- Administered first aid and assisted swimmers who had difficulties in the pool.
- Honed customer service skills to appease difficult patrons

SPECIAL SKILLS & TRAINING

- Comfortable on the water, in the office, and in a variety of environmental conditions
- Microsoft Office Suite certificated (Access, Excel, OneNote, PowerPoint, Word)
- GIS software proficient
- Basic Life Support certified
- Intermediate-level Spanish – speaking, writing, and reading



ROCKY T. ROCKET

123-456-7890 Rocky.T.Rocket@rockets.utoledo.edu

EDUCATION

Bachelor of Science in Nursing, *cum laude*, May 2022
University of Toledo, Ohio

LICENSURE & CERTIFICATIONS

Ohio Registered Nurse License, Expires January 28, 2026
Federal Emergency Management Agency Certification, March 2019
EPIC Training Certification, by Promedica Hospitals, annually since June 2018
Basic Life Support Certification, University of Toledo, December 2017

CLINICAL EXPERIENCE

Surgical Intensive Care Unit, Mercy Hospital, Toledo, Ohio, Spring 2022

- Manage the care of postsurgical ventilated patients ensuring their respiratory stability
- Utilize arterial lines, central lines, and peripheral IVs to administer prescribed medications
- Assess critically ill patients to timely detect changes in disease processes
- Collaborate with care team members and patients to provide relevant, compassionate care and treatment

Pediatric Acute Care Unit, Mercy Hospital, Toledo, Ohio, Fall 2021

- Applied knowledge of the lifespan to adopt care needs for each patient
- Titrated medications based on patient's age and weight

Adult Acute Care Unit, Promedica Main Hospital, Toledo, Ohio, Summer 2021

- Implemented time management and prioritizing skills to provide sufficient care for multiple patients
- Provided emotional support to patients with severe anxiety and stress

Cardiac Medical-Surgical, University of Toledo Medical Center, Ohio, Spring 2021

- Educated patients on interventions by analyzing their assessments and laboratory results
- Gathered information about clients' medical history to help implement attentive service

RELATED WORK EXPERIENCE

Pharmacy Technician, CVS Pharmacy, Maumee, Ohio, December 2017 - March 2018

- Processed, filled, and translated prescriptions along with informing patients about drugs
- Performed efficient communication with insurance companies and doctors to help cover prescriptions

VOLUNTEER EXPERIENCE

Rescue Mental Health & Addiction Services, Volunteer, March 2020 – Present

- Monitor and assess patients in various stages of addiction and mental health disorders
- Help organize and facilitate Alcoholics Anonymous groups and activities to help patients effectively manage their emotional, psychological, and relationship issues

SPECIAL SKILLS

- EPRN pharmaceutical software
- EPIC charting software



CASSANDRA NEIMAN
Cassandra.Neiman@gmail.com
(419)-987-6543

Highly driven registered nurse with a passion to improve patient-centered care and health outcomes

EDUCATION

Family Nurse Practitioner Graduate Certificate, May 2022

University of Toledo, Ohio

GPA: 3.4

M.S, Nursing; Clinical Nurse Leader, May 2021

University of Toledo, Ohio

GPA: 3.9

MPH, Public Health Epidemiology, May 2021

University of Toledo, Ohio

GPA: 4.0

B.S., Biology, May 2016

Minor: Psychology

University of Dayton, Ohio

GPA: 3.35

CERTIFICATIONS

Registered Nurse, 2021

Advanced Cardiac Life Support, 2021

Certified Medical Scribe Specialist, 2018

Certified Nursing Assistant, 2016

HEALTHCARE EXPERIENCE

Registered Nurse, June 2021 – Current

Mercy St. Anne Hospital, Cardiovascular and Thoracic Units, Toledo, Ohio

- Assess and interact with patients while recording details and symptoms of their medical history and current health
- Prepare patients for exams and treatment
- Administer medications and treatments, then monitor patients for side effects and reactions
- Create, implement, and evaluate patient care plans with the medical team
- Assist in medical procedures including operating and monitoring medical equipment
- Draw blood and take urine samples and other body fluids for lab work
- Educate patients and family members on treatment and care plans, as well as answer their questions

Lead Medical Scribe, Educator, & Recruiter, September 2017 – August 2019

Medical Service Staffing, Toledo, Ohio

- Performed outpatient medical scribe duties for physicians and advanced care providers in internal medicine, cardiology, dermatology, neurology, oncology, and family practice clinics
- Interviewed applicants and educate new hires about medical evaluation, terminology, and documentation



- Input laboratory values, procedures, diagnostic imaging, medications, and referral orders into the patient's electronic medical record, as directed by the supervising provider

Medical Scribe, January 2017 – August 2017

***iScribeMD*, Toledo, Ohio**

- Performed outpatient medical scribe duties for a physician assistant in dermatology

Patient Care Technician, August 2016 – September 2017

Progressive Care Unit, St. Anne Mercy Hospital, Toledo, Ohio

- Worked closely with nurses and staff to communicate patient needs; obtained patients' vital signs, intake/output, and blood glucose levels; emptied Jackson-Pratt (JP) drains and indwelling catheters; assisted patients with activities of daily living

VOLUNTEER COMMUNITY SERVICE

Advocates for Basic Legal Equality, Inc., Toledo, Ohio, January 2019 – September 2019

- Advocated visits to long-term care facilities, informing residents of their legal rights, and educating them about who to call should a problem arise
- Researched, collected, and analyzed data about the effects of nursing homes on mental health

ProMedica Flower Hospital, Sylvania, Ohio, June 2018 – August 2018

- Served as a liaison between patients and providers ensuring all patient needs were met
- Assigned pagers to family members in the surgical section, walked patients and families to the pre-and post-operation rooms, paged the families with updates, and coordinated meetings between the patient's family and the surgical team

University of Toledo Medical Center, Toledo, Ohio, Apr. 2018 – Aug. 2018

- Performed many office support functions including copying and filing papers, answering questions,
and streamlining paperwork flows

LANGUAGE PROFICIENCIES

English – Native; **Arabic** – Advanced; **French** – Intermediate



BIC D. BHARGAVA

BDBhargava@gmail.com 708.222.4343 [Linkedin.com/in/bdbhargava](https://www.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 PKNOX1

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.

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 and screens.

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.
- Develop and optimize a treatment protocol for antagomirs in human cell lines to be utilized in both liquid culture and 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.

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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