
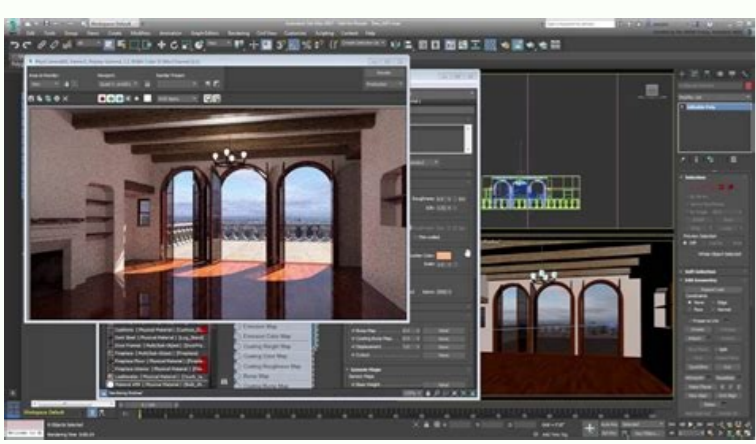


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Robert Smith
Chemistry Lab Assistant

CONTACT DETAILS
1737 Marshville Road,
Alabama
(23)-456-7899
id@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT
To obtain a position in the field of chemistry where I can utilize and contribute professional knowledge effectively. To perform basic general laboratory tasks such as: grinding or preparing samples for analysis, preparing solutions, cleaning laboratory equipment to include glassware, metal instruments, and test panels.

WORK EXPERIENCE
Chemistry Lab Assistant
AIC Corporation - September 2009 - June 2010
Responsibilities:
• Educated students on laboratory safety and ensured safety procedures and protocols were followed.
• Helped to prepare chemicals for laboratory experiments.
• Labeled, organized, and presented specific materials during lab sessions.
• Maintained inventory of chemicals and ensured the equipment was available and properly maintained/calibrated.
• Disposed of the chemicals appropriately.
• Achieved a level of experience in teaching while assisting and being involved in the department of chemistry.
• Performed general laboratory safety training.

Chemistry Lab Assistant
Delta Corporation - 2012 - 2014
Responsibilities:
• Prepared necessary laboratory material for Chemistry lab and Microbiology lab.
• Solved Chemistry and Microbiology problem.
• Followed proper safety protocols and maintaining the labs and prep rooms.
• Performed trials for testing rotamety of chemistry, or new lab.
• Trained students to effectively use laboratory material. Prepared apparatuses (filtration, condensation) for experimental use.
• Maintained Lab tools. Prepared chemical reagents.
• Responsible for lab prep and readiness Assistant/mentor students during lab.

Education
Associate in ELECTRICAL ENGINEERING - 2010(Portland Community College- Portland, OR)

SKILLS
C++ Programming,
Microsoft Office
Effective With Task
Organization And
Management,
Exceptional Analytical
And Troubleshooting,
Excellent Oral, Written
And Interpersonal
Communication.

LANGUAGES
English (Native)
French (Professional)
Spanish (Professional)

INTERESTS
Climbing
Snowboarding
Cooking
Reading

REFERENCES
Reference - 1 (Company Name)
Reference - 2 (Company Name)

This is an example of how to not write your resume

Your Name
B.Tech (Hons.) , Electrical Engineering
Contact No. :-
E-mail:- xyz@mycollegebag.in
Present Address:

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Percentage
B.Tech (Electrical Engineering)	Lovely Professional University	2008-2011	8.2/10
Intermediate	ISC Bishop Westcott boys school	2008	76%
High School	ICSE Carmel school	2006	83%

EXPERIENTIAL LEARNING (SUMMER INTERNSHIP PROGRAM)

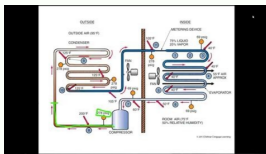
- Company Name :- Jaffer Electricals Pvt. Ltd.
- Project Title :- Design of High Power Switch
- Duration :- one Months (24th May'10 to 24th June'10)

PROJECT REPORT

- ◆ Thermal Power Plant (NTPC)

IT PROFICIENCY

- ◆ Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point
- ◆ Auto CAD (Electrical)
- ◆ Language: C++, C, Java
- ◆ General and graphic application: HTML, JAVA Script





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