

# Sample resume – Science

## **Bruce Downes**

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### **EDUCATION**

- 2013 – Current**      **Bachelor of Science (Majors – Chemistry and Materials Science)**  
Monash University, Clayton
- Completing final year with high Credit average
- 2012**      **Victorian Certificate of Education (VCE)**  
Princeton Secondary College
- Academic Achievement ENTER Score of 89

### **SKILLS SUMMARY**

#### **Laboratory**

- Familiar with a range of practical laboratory techniques including classic techniques for investigating plant structure and anatomy and analytical chemistry developed during studies at Monash University
- Plan and organise laboratory work efficiently including maintenance of equipment and occupational health and safety issues as demonstrated at work and university
- Perform basic chemical experiments and following laboratory procedures at Science Service Group

#### **Administrative**

- Record keeping skills of a high order, being methodical and attentive to detail when recording information on both manual and computer based record systems as practised through work experience and study
- Competent using a wide range of Information Technology packages including WFW, Microsoft Office Suite

#### **Teamwork**

- Good team and interpersonal skills developed through activities with Monash Science Society Committee and cricket club involvement
- Capacity to take on additional responsibilities including leadership roles demonstrated through supervisory experience in retail sector

#### **Communication**

- Confident and friendly interpersonal skills used to collaborate with others as evidenced by active participation in work, community and sporting groups

### **COURSE RELATED EXPERIENCE**

- 2013**      **Laboratory Worker**  
Science Services Group
- Clean, maintain and set up equipment for use in experiments
  - Perform diagnostic and scientific testing including cell cultures and DNA techniques
  - Use computer interfaced system recorded, updated and extracted data
  - Complete routine quality assurance checks to comply with OHS policies.

## **GENERAL WORK EXPERIENCE**

- 2012 – current**      **Retail Assistant**  
Bunnings Warehouse, Maribyrnong
- Ensure product control and stock display in gardening section
  - Provide customer service including planting advice and product selection
  - Point of sale service, including cash, eftpos and credit card sales
- 2011 – 2012**      **Counterhand/Cook**  
Bill's Hamburger Place, Torquay
- Serve customers including taking orders and cash register operation
  - Prepare food and maintain cleanliness of work area

## **EXTRA-CURRICULAR ACTIVITIES**

- 2014 – current**      **Monash Science Society, Monash University**
- Open Day Ambassador 2013 and 2014 for Faculty of Science responsible for greeting visitors and distribution of information
- 2008 – current**      **“Malarkey” - folk music venues and festivals**
- Flute player/band member
- 2007 – current**      **Voluntary Work with Smith Family**
- Arrange social cricket competitions for underprivileged children of Inner Melbourne with the Smith Family team
- 2007 – current**      **Member/Player Collingwood Cricket Club**
- Competitor 1st division Inner Melbourne Competition

## **MEMBERSHIP/AFFILIATIONS**

- 2013 - current**      Monash University Science Society  
**2014**      Committee Member for Monash Science Society Annual Ball

## **INTERESTS**

- Traditional Irish Music
- Sport including Cricket and Surfing
- Abseiling and Rock climbing

## **REFEREES**

Charles Labman  
Laboratory Manager  
Science Services Group  
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(work supervisor)

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