

# Resume Sample – Environmental Sci

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## EDUCATION

2013 – present     **Bachelor of Environmental Science**  
**Monash University, Clayton**  
Majors in Geoscience and Chemistry  
Distinction average  
Expected completion date: November 2015

2012     **Victorian Certificate of Education (VCE)**  
Berwick High School  
Enter Score: 87.4

## AWARDS

2013 & 2014     Dean's List Fellowship Award  
2014 - present     Golden Key International Honour Society Membership  
2012     Certificate of Distinction for First Year Chemistry

## KEY SKILLS PROFILE

### Problem Solving

- Researching and selecting relevant information to solve a problem demonstrated through performing laboratory experiments
- Analysing issues for underlying causes, assessing options, proposing solutions through testing and monitoring water quality samples through fieldwork undertaken at Acme Environmental Consultants
- Thinking sequentially, critiquing and synthesizing information gained through conducting environmental risk and impact assessments

### Project Management

- Managing timelines and prioritising workload in order to meet study, work and extra curricular commitments
- Anticipating future needs and forward planning through role on Fund Raising Committee, Monash Science Society, which involved organising and managing the annual university ball within a tight timeframe and budget

## Communication

- Developing report writing skills to a high standard showing clarity and brevity as a Fieldwork Assistant
- Trained and mentored new staff members at work applying strong listening skills and the ability to provide clear instructions
- Received positive feedback after delivering two presentations to secondary schools promoting environment science pathways for students

## Technical

- Performing basic chemical experiments and following laboratory procedures
- Monitoring and assessing air/water samples and writing up findings
- Conducting environmental risk and impact assessments
- Preparing and cleaning of apparatus and glassware
- IT skills: MS Office (Word, Powerpoint, Excel, Access), Adobe Photoshop

## EMPLOYMENT HISTORY

### COURSE RELATED WORK EXPERIENCE

June - July 2014 **Fieldwork Assistant**  
**Acme Environmental Consultants**

- Prepared water flow monitoring equipment for use in environmental field assessments
- Analysed results from water flow monitoring equipment
- Wrote initial client report based on fieldwork results
- Updated, recorded and extracted data using computer interfaced system

### GENERAL WORK EXPERIENCE

2012 – current **Retail Assistant (part time)**  
**Country Garden Nursery, Surrey Hills**

- Product control and stock display in gardening section
- Customer service including planting advice and product selection
- Point of sale including cash, eftpos and credit card sales

20010-2012 **Waitress (casual summer vacation)**  
**By the Beach Café, Sorrento**

- Served customers including taking orders and cash register operation
- Prepared food and maintained cleanliness of work areas

### VOLUNTARY WORK EXPERIENCE

2015 **Conservation Volunteers**

- Participated in community education programs to raise awareness of water resource management

- 2014                    **In2Science, Peer Mentoring Program**
- Act as a peer model to engage with school students and support teachers in the classroom
  - Assist students in their learning, especially during practicals and group work
- 2013 – current        **Wesley Central Mission**
- Organise and serve meals for the homeless around the St Kilda area
- 2013 & 14            **Open Day Ambassador for Faculty of Environmental Science, Monash University**
- Greeting visitors, providing directions and promoting the campus

### **MEMBERSHIPS/AFFILIATIONS**

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

### **INTERESTS AND HOBBIES**

- Sport: gymnastics, tennis, zumba dancing
- Music: playing the flute and guitar, currently learning the harp
- Travel: Japan, USA, SE Asia, New Zealand, Nepal
- Cooking: Thai, Burmese and Indian food

### **REFEREES**

Associate Professor Michael Anders  
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