

# John Doe

Address

Phone number Email Address

**OBJECTIVE:** To help commercial and government entities lower their environmental impact in an economically and socially beneficial manner

## EDUCATION:

**The University of Pennsylvania**, Philadelphia, PA

Master of Environmental Studies (Urban Environment concentration)

May 2011

*Cumulative GPA – 3.93/4.00*

**Capstone Thesis:** *Comprehensive Stormwater Management Plans on University Campuses: Challenges and Opportunities*

**Coursework:** Issues in Environmental Studies, Energy and the Environment, Green Design and the City, “Brownfield” Policy, Environmental Health, Urban Redevelopment, Raster and Vector Geographic Information Systems (GIS), Sustainability on Penn’s Campus, Research Methods, Environmental Economics, Stormwater Management in Philadelphia

**The College of William and Mary**, Williamsburg, VA

Bachelor of Science in Biology

May 2007

*Cumulative GPA – 3.48/4.00 (Dean’s List 2 semesters)*

**Relevant Coursework:** Physics (2 semesters); Statistics; Calculus I; Molecular Cell Biology; Genetic Analysis; Zoology; Botany; Vertebrate Biology; Ornithology; General Chemistry (I / II); Organic Chemistry (I / II); Animal Behavior; Genes, Ethics, and Public Opinion

## RELEVANT EXPERIENCE:

**University of Pennsylvania Law School, RegBlog**, Philadelphia, PA

January 2011-May 2011

*Executive Editor*

- Helped transform Professor Cary Coglianese’s regulatory law blog into an online publication with 25 staff writers
- Managed article topic approvals and submission deadlines, setting guidelines, and advising writers
- Authored a weekly section on regulatory developments, as well as other regulatory analysis articles

**EPA, Office of Superfund Remediation and Technology Innovation**, Washington, DC Summer 2010

*STEP Intern (Student Temporary Employment Program)*

- Synthesized data from: EPA guidance documents, consulting with coworkers, and the Superfund statute
- Developed a 2.5 hour online training course for Superfund project managers on site remedy selection
- Training will be given to approximately 250 people annually via live internet seminar

**Office of the Federal Environmental Executive**, Washington, DC

September 2008-March 2009

*Intern*

- Collected data from various federal agencies to determine progress on lowering environmental impact
- Wrote articles for “Closing the Circle News,” OFEE’s quarterly newsletter circulated to federal employees
- Developed a green products inventory tool in Excel to be used by environmental managers

**American Society of Human Genetics**, Bethesda, MD

Summer 2006

*Intern*

- Researched biology teaching resources to fulfill state educational requirements
- Compiled research into a searchable, online tool for elementary and secondary biology teachers

**Bode Technology Group**, Lorton, VA

Summer 2007

*DNA Lab Intern*

- Helped put together and archive DNA testing documents
- Assisted analysts in the forensics laboratory and helped with lab upkeep

**Molecular Cell Biology Lab member**, College of William and Mary

Fall 2006-Spring 2007

- Designed and conducted genetic research on *C. elegans* worms
- Attended regular lab meetings and presented research findings with PowerPoint slides
- Kept a lab journal and used lab equipment, including a fluorescent microscope

## **ADDITIONAL EXPERIENCE:**

**University of Pennsylvania, Stouffer College House**, Philadelphia, PA

August 2009-May 2011

*Graduate Associate (GA)*

- Developed programming and ran hall meetings for thirty residents in an undergraduate dormitory
- Managed a \$3,000 healthy living programming budget and participated in weekly staff meetings
- Served on a committee to evaluate and hire a new staff of Graduate Associates on two occasions

**Young Adult Volunteers, Presbyterian Church(USA)**, Tucson, AZ

September 2007-August 2008

*Young Adult Volunteer*

- Volunteered with a non-profit organization to provide free emergency home repairs for low income residents
- Performed repairs on roofing, HVAC, flooring, tiling, plumbing, electrical, water lines, and wheelchair ramps

**Katrina Relief: Group Workcamps Foundation**, New Orleans, LA

December 2005

*Disaster Relief Volunteer*

- Provided volunteer relief services to the east side of New Orleans
- Stripped flood-damaged homes to the bare studs with a team of 8 people

**Group Workcamps Foundation**, Loveland, CO

Summer 2005

*Materials Manager*

- Worked on a staff of 4 people to set up and run 4 week-long volunteer home repair camps for high school students throughout the United States and Canada
- Managed a \$10,000 materials budget at each camp to purchase building supplies and tools
- Led a team of troubleshooters to provide supervision for the 65 building projects at each camp

## **LEADERSHIP:**

- W&M chapter of InterVarsity Christian Fellowship Service Coordinator
- Organized groups of students for weekly community service events
- W&M chapter of International Justice Mission

Fall 2005-Spring 2007

Fall 2005-Spring 2007

**COMPUTER SKILLS:** ArcGIS 10.0, Microsoft Word, PowerPoint, Excel