123 Example Street **First Name Last Name** (555) 555-5555

South Bend, IN 46556 <https://www.linkedin.com/in/firstlast> [netid@nd.edu](mailto:netid@nd.edu)

**Education**

**University of Notre Dame** Notre Dame, IN

Ph.D. in Field of Study May 2019

M.A. in Field of Study May 2016

* Nanovic Institute Graduate Student Affiliate

**University of Wisconsin** Madison, WI

B.S. in Field of Study with Honors; B.A. in Field of Study with Honors June 2014

* *magna cum laude*; GPA: 3.88
* John Smith Scholarship recipient for outstanding research

**Experience**

**University of Notre Dame** Notre Dame, IN

*Teaching & Research Assistant* 2014-2019

* Wrote codes to clean and prepare large databases in several ongoing projects, including international manufacturing output, to assist professors in testing models
* Cleaned 10 monthly survey data of 300+ households to assist in researching the impact of new roads on healthcare access in rural Nigeria
* Held office hours for Research Design Methods and developed 3 exam paper prompts per semester

**Research Student Advisory Council (RSAC)** Madison, WI

*Board Member/ Editor/Webmaster* 2012-2014

* Selected to serve a department of 200+ students; led 3 events per semester
* Administered the board’s website to increase traffic; edited and compiled the quarterly newsletter

**Smith Laboratory** Sun Prairie, WI

*Technology and Research Assistant* 2012-2014

* Tested and verified the effectiveness of new methods using leading-edge technologies
* Provided computer and software support for 3-5 lab members per year

**Center for Scholarship, Academic Enrichment Programs** Madison, WI

*French Tutor* 2011-2014

* Selected to hold 2 weekly tutoring sessions; recruited and interviewed new tutors for the center
* Developed individual practice lessons to personalize the retention benefits for each student

**Claire’s Apparel** Toronto, Canada

*Assistant Manager* Summers2008-2010

* Set up and maintained new bar code system; trained staff to increase proficiency in using the system
* Managed inventory; communicated and negotiated with suppliers; saved over $5,000 for the store

**Skills**

* **Computing/programming:** Python (1,000 hours), C++ (500 hours), Stata (500 hours), Excel (200 hours), R (125 hours), SPSS (125 hours), SAS (100 hours)
* **Software/database skills:** Bloomberg, S&P Capital IQ, Microsoft Office
* **Languages:** French (fluent), Italian (fluent), Spanish (advanced reading knowledge)
* **Certification:** Certificate in Discipline Theory and Quantitative Methods, Certificate in International Politics from UW