Freshman Resume

Room 123 MIT Dorm, 987 Institute Drive • Cambridge, MA 02139 • Phone: (617) xxx-xxxx • Email: Freshman@mit.edu

Education

Massachusetts Institute of Technology (MIT) — Cambridge, MA
Candidate for Bachelor of Science in Aeronautical/Astronomical Engineering — June 2017
Coursework includes: Calculus, Electricity and Magnetism.

Southtown High School — Southtown, NS
Valedictorian in class of 128 students; SAT: 1260, ACT: 33 — May 2013
Relevant Courses: AP Calculus, AP Statistics, Physics.

Leadership Experience

MIT Undergraduate Giving Campaign — Cambridge, MA
Class of 2017 Co-Chair — November 2014
- Trained 12 members from the freshman class in fundraising activities, such as how to ask for a donation and how to properly document a donation.
- Organized a week-long schedule for the 12 members and myself to work at a booth to ask for donations.
- Achieved 31% participation within the freshman class, higher than that of the sophomores and juniors.
- Raised $1,250 from the freshman class for the MIT Public Service Center.

High School Newspaper — Southtown, NS
Chief Editor — August 2012-May 2013
- Proofread each article and authored two to three articles per issue.
- Printed one 24-page newspaper per month for 10 months.
- Oversaw staff of 14 students. Answered questions regarding articles and page design.

Assistant Editor — August 2011-May 2012
Sports Editor — August 2010-May 2011

Relay For Life — W. Southtown, NS
Team Captain — April 2012
- Organized a team of 15 students for the Relay for Life.
- Coordinated fund-raising efforts through the Beta Club, an organization for students with all A's.
- Raised $500 for cancer research.

Work Experience

Area Supermarkets — W. Southtown, NS
Clerk and Bagger — January 2012-May 2012
- Provided customer service to 100+ people per day. Bagged groceries and received cashier training.

Taco Bell — W. Southtown, NS
Team Member — June 2011-January 2012
- Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line teamwork. Served 100+ people per day.

Activities & Awards

MIT Varsity Track & Field Team — September 2012-Present
Team Member, Pole Vaulting.

High School Varsity Athletics — August 2009-May 2013
Track and Field, *Captain*; Football, *Team Member*; Wrestling, *Team Member.*

STAR Student Award — March 2013
Awarded to the senior from each high school in Newstate with the highest SAT score.

Havoline Scholar Athlete Award — December 2012
Presented by The National Football Foundation and College Hall of Fame, Inc. to the top 40 scholar athletes in the state of Newstate.

Skills

Computer: Microsoft Word, Excel and PowerPoint

Carpentry: Framing, Masonry, Household Electrical Wiring, Flooring, Roofing, Plumbing.

School Address:
500 Snoots Avenue
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Firstyear Resume

firstyear@mit.edu
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Home Address:
1234 Home Drive
Sometown, XX 12345

Education

Massachusetts Institute of Technology **Cambridge, MA**
Candidate for Bachelor of Science degree in Aerospace Engineering, Mechanical Engineering June 2017
Relevant Courses: Mechanics, Electricity and Magnetism, Multivariable Calculus, Differential Equations
Semester 1 GPA: 4.5/5.0

Mytownhigh School **Los Angeles, CA**
Relevant Courses: AP Physics, AP Calculus, AP Statistics June 2013
GPA: 4.5/4.0 SAT: 2280

Experience

Rocket Team Lab, Massachusetts Institute of Technology **Cambridge, MA**
Member January 2014 – Present
- Participated on a team to build a bi-propellant liquid fueled rocket for June 2015 competition
- Designed and built a motorized valve to regulate fuel and oxidizer flow out of the propellant tanks

Minnich Lab, California Institute of Technology **Pasadena, CA**
Researcher June 2012 – May 2013
- Investigated thermoelectric heat waste recovery and power generation in jet engines
- Designed and tested an apparatus for testing thermoelectric modules in combustion-like conditions
- Presented preliminary research to Boeing representatives for potential use on commercial airplanes

Summer Science Program, Westmont College **Santa Barbara, CA**
Student June 2012 – Aug. 2012
- Engaged in a rigorous enrichment program in which top high school students from around the world complete a research project in celestial mechanics
- Learned college-level astronomy, physics, calculus, and programming in Python
- Worked with a team to take a series of telescopic observations of near-earth asteroid and wrote a program to model the asteroid's orbit; findings sent to the Minor Planet Center

California Science Center **Los Angeles, CA**
Discovery Room Volunteer August 2011
- Taught various science topics using small crafts to groups of up to 15 young children

Leadership

Mytownhigh Robotics Team
Team Captain, Software Captain Sept. 2010 – May 2013
- Initiated and led a team of 15 students to build and program a robot for competition in the FIRST Tech Challenge League

Mytownhigh Student Academic Advisory Committee
Co-Chair May 2012 – Mar. 2013
- Facilitated a committee of students to propose academic improvements for the school and presented ideas to senior faculty members

Mytownhigh Violet Key Society
Student Ambassador, Tour Guide Oct. 2010 – April 2013
- Conducted bi-weekly campus tours to prospective students and their parents

Skills

Computer: Basic Python and MATLAB
Software: Basic SolidWorks, Microsoft Office Suite

Activities

MIT Women's Club Soccer Team, *Member* Nov. 2013 – Present
MIT Dance Troupe, *Member* Nov. 2013 – Present
Marlborough Varsity Soccer, *Captain* Aug. 2010 – Feb. 2013

Awards

Mytownhigh Trustee Award (Well-rounded in scholarship, citizenship, and athletics) Graduation 2013
Cum Laude Society (Top 10 percent of Class, Academic Achievement) 2012, 2013
National Achievement Scholarship 2012

Undergraduate interested in Management Consulting
See Cover Letter on page 47

JANE DOE

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(XXX) XXX-XXXX

Home Address:
Someplace, MA

Education

MASSACHUSETTS INSTITUTE OF TECHNOLOGY (M.I.T.) — **CAMBRIDGE, MA**
Candidate for B.S. in Biology, GPA: 4.6/5.0 — *20XX*
- Concentration in Management at Sloan Business School and Minor in Brain and Cognitive Sciences.
- Authored 5 publications in the *MIT Undergraduate Research Journal* and other peer-reviewed journals.
- Relevant Coursework: Finance Theory, Economics of the Health Care Industry, Strategic Decision-Making in Life Sciences, Building a Biomedical Business, Cancer Genetics and Therapies, Cellular Neurobiology, Immunology.

Experience

PUTNAM ASSOCIATES — **BURLINGTON, MA**
Analyst — *20XX*
- Evaluated in 6-member team whether client's marketing strategy for its $100M organ transplant drug effectively targets key decision-makers in transplant community. Client implemented proposed improvements in message content and delivery, designed to increase prescriptions for product by nearly 30%.
- Managed recruitment and interviewing process of 98 physicians to obtain primary data for marketing case. Analyzed data from interviews and secondary research in Excel/Access. Prepared PowerPoint deck for presentation to client.
- Analyzed past product switches from predecessor to successor drugs for independent project. Presented recommendations for future drug launches. Developed a database providing key criteria for launching various types of drugs.

MIT PROGRAMS ON THE PHARMACEUTICAL INDUSTRY — **CAMBRIDGE, MA**
Health Economics Research Assistant, Sloan Business School — *20XX*
- Designed, created, and tested a strategic model for the pharmaceutical industry that analyzes safety, efficacy, and economics to forecast (prior to clinical trials) which drugs will succeed on the market. Early elimination of inadequate drugs will significantly reduce the $800M spent to successfully launch a drug.

MERCK & CO., INC. — **RAHWAY, NJ**
Pharmaceutical Laboratory Research Assistant, Infectious Disease Department — *20XX*
- Identified deficiencies in Type 2 Diabetes drugs on the market and screened chemicals on new cellular targets to develop an efficient drug without these shortcomings. Drug predicted to obtain substantially greater market share in the $14B oral Type 2 Diabetes drug market compared to competitors.

MIT CENTER FOR CANCER RESEARCH — **CAMBRIDGE, MA**
Academic Laboratory Research Assistant, Housman Laboratory — *20XX - 20XX*
- Developed a product to recognize activity of a cancer-causing gene, aiding in discovery of drug for brain cancer. Engaged in all stages of product development: identification of market need, engineering of product, collaborating with industry for testing, production, and marketing of final drug.
- Designed a new sequencing technique that refines a common laboratory protocol. New procedure increases efficiency by 50% on average, reducing processing time by 25%, and creating more usable biological end-product.

Leadership

MARCH OF DIMES BIRTH DEFECTS FOUNDATION — **BOSTON, MA**
Director of Massachusetts Youth Public Affairs — *20XX - Present*
- Lobbied legislators to encourage federal, Massachusetts, and California governments to develop public policies to improve the health of women. Introduced and promoted 10 Senate Bills, 4 of which have been approved thus far.
- Represented Foundation on the Massachusetts State Public Affairs Committee.
- Organized conferences and fundraisers as a volunteer for the past 7 years (1998-Present).

JOURNAL OF YOUNG INVESTIGATORS — **CAMBRIDGE, MA**
Story Editor and Science Journalist — *20XX - Present*
- Managed 25 science journalists, delegated writing and editing tasks, and chose articles to print in monthly journal.
- Created daily digests about current science news, distributed to all science journalists.

SCIENCE & ENGINEERING BUSINESS CLUB — **CAMBRIDGE, MA**
Consulting Focus Group Organizing Committee — *20XX - Present*
- Organized 6 campus-wide information session to educate students about careers in consulting and law.
- Selected and worked closely with speakers from diverse occupational backgrounds.

Awards & Interests

- Robert C. Byrd Scholarship, awarded to top 1% of U.S. students for academic excellence.
- Rensselaer Medal, awarded to top 20,000 students worldwide for achievements in mathematics and science.
- Interest in track & field, travel, photography, and oncology.

Matha Maddox

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(617) XXX-XXXX

My Street
My City, My Country

EDUCATION

Massachusetts Institute of Technology (MIT) — **Cambridge, MA**
- Candidate for a Bachelor of Science degree in Mathematics with Computer Science — June 2013
- Candidate for a minor in Management — GPA: 4.6/5.0
- Relevant Coursework: Probability and Statistics, Algebra, Analysis, Discrete Math, Managerial Psychology Laboratory

EXPERIENCE

Telecommunications Company — **Paris, France**
Operations Research Analyst — June 2010 – Present
- Assessed financial risks involved with participating in online advertising-space exchanges
- Devised bidding policies for auctions at the exchanges that led to victories three times out of five and built mathematical models around these policies to increase the company's margin from online ad-spaces by 5%

MIT Sloan School of Management — **Cambridge, MA**
Undergraduate Researcher — June 2010 – October 2010
- Conducted experimental prediction markets with human and artificial intelligence to find the best tools to predict future events such as election-results or the stock market
- Developed an experiment-procedure online that reduced bias by eliminating involvement of the experimenter and saved two hours and $200 per experiment

MIT Center for Collective Intelligence — **Cambridge, MA**
Undergraduate Researcher — June 2010 – October 2010
- Conducted individual and group IQ/EQ tests on human subjects to formulate ways to measure and predict the performance of individuals working as part of a team and the efficacy of the team dynamic
- Saved four hours of experiment-time per day by redesigning the experiment-procedure so that each experiment could be held with three fewer researchers and up to six experiments could be held at the same time

MIT Tech Callers — **Cambridge, MA**
Caller — February 2010 – June 2010
- Communicated with MIT alumni on behalf of the MIT Alumni Association and raised $5,000 in donations

LEADERSHIP

MIT Student Cultural Association — **Cambridge, MA**
Treasurer — May 2010 – Present
- Managed $10,000 worth of finances for a group of 400 students and raised $3,000 in funds for their events
- Created an online system for reimbursements that made the process faster and reduced paperwork

MIT Undergraduate Association — **Cambridge, MA**
Member of Committee on Student Life — February 2011 – Present
- Organized a week long convention of 3,000 students with activities geared towards improving health on campus
- Linked 376 freshmen to upperclassmen with similar career objectives in a one-on-one mentoring relationship

MIT International Science and Technology Initiatives — **Milan, Italy and Cambridge, MA**
Advisor and Teacher — September 2010 – March 2011
- Taught Mathematics and Physics to 500 high school students in Italy and advised teachers on inexpensive ways of making their lessons interactive that helped each school save up to $1300 a year
- Worked with a group of 10 teachers and five principals from high-schools in Italy to prepare a report for the Italian Ministry of Education on how to make the education-system in Italy more hands-on and technology-oriented

The XYZ Newpress — **My City, Country**
Founder and Editor — October 2006 – May 2008
- Led a staff of 25 high-school students to develop the first English newspaper to be printed and distributed in My Country
- Converted it to a trilingual newspaper and increased profitability by 25% in two years

SKILLS

Languages: Fluent - French and Native - Hindi
Software: LATEX, GLPK, Microsoft Office
Activities: Member-Delta Psi Fraternity, Choreographer - MIT Dance Troupe, Journalist -*The Tech*

Student Enviro Eng

Environment St.
Cambridge, MA 02139

Phone: (617) xxx-xxxx
Email: EnviroEng@mit.edu

EDUCATION

Massachusetts Institute of Technology (MIT) – Cambridge, MA
Master of Engineering in Environmental Engineering 2014 (expected)

- Relevant Coursework: Strategies for Sustainable Business, System Dynamics, Sustainable Energy, Applications of Technology in Energy and the Environment, Design for Sustainability

Cornell University – Ithaca, NY
Bachelor of Science in Civil and Environmental Engineering 2010

- GPA 3.57/4.00 **(Cum Laude)**, Chi Epsilon Honors Society
- Semester Abroad, University of Melbourne, Melbourne, Australia, 2004
- Relevant Coursework: Engineers for a Sustainable World, Sustainable Small-Scale Water Supplies, Solving Environmental Problems for Urban Regions

EXPERIENCE

Camp Dresser & McKee (CDM) – Cambridge, MA
Environmental Engineer 2010-2012

Harvard University Allston Campus

- Delivered sustainable technology assessment to compliment the campus's low-carbon design strategy. Presented findings to 50 employees through teleconference.
- Managed the design development of the utility system; wrote 4 chapters of 13 chapter report. Coordinated submittal of design report and associated CAD drawings.
- Facilitated a multi-discipline (6), multi-consultant (15) project team; led client, agency and subcontractor communications; developed technical reports and $300,000 budget; managed staff of lower grade levels.
- Technical lead for the evaluation of on-site deep heat geothermal energy; performed a cost analysis and carbon inventory. Wrote 5 of 8 chapters of the feasibility report.
- One of 15 chosen from 4,000 employees to be featured in the company's annual report.

Sustainable Wastewater Treatment Plant Design

- Secured a Massachusetts Technology Collaborative (MTC) grant for the feasibility of converting fats, oils and greases to biofuels to jointly reduce a sewer system nuisance and the plant's reliance on fossil fuels.
- Evaluated sustainable features for a wastewater treatment plant upgrade including an assessment of stormwater management, green building design and construction, and potential energy technologies targeted to reduce operating costs. Recommendations included in 30% project design submittal.

City of Salem Water Conservation Planning

- Developed water conservation recommendations and a comprehensive implementation plan for the city's Engineering Department.
- Recommendations embraced by the City Mayor. Presented findings to the community at a televised public meeting.

Sulabyia, Kuwait Wastewater Treatment Plant

- Evaluated the potential for innovative disposal options for reverse osmosis waste brine at the Sulabyia, Kuwait wastewater treatment plant.
- Specifically evaluated options for wetland treatment, saline farming, irrigation of turf fields, bioreactor landfill water source, phosphorus recovery, and deep well injection.

Engineers for a Sustainable World – Ithaca, NY/La 34, Honduras
Project Team Member 2009-2010

- Designed a water treatment plant for the small village of La 34, a farming community of approximately 100 families near the northwest coast of Honduras.
- Trained community members to self-sufficiently run the water treatment plant; plant is still operating successfully.

Cornell University – Ithaca, NY
Teaching Assistant/Laboratory Assistant 2009-2010

- Helped 40 students design, build and automate miniature water treatment plants using LabVIEW software.
- Facilitated a fluid mechanics laboratory including the setup and supervision of hydraulic experiments.

University of Southern California/Camp Dresser & McKee (CDM) – Los Angeles, CA
Sustainable Cities Undergraduate Fellow 2010

- Worked with a diverse team of students, academics and professionals to incorporate urban sustainability into the development of a rapidly expanding Los Angeles School District school system.
- Recommended sustainable features adopted in a prototype environmental impact report.

CERTIFICATIONS AND SKILLS

- Engineer in Training, April 2010
- Hydraulic calculations using MathCAD
- Eligible for Professional Engineering Licensing Exam in 2014
- Water Distribution Modeling using H2OMap Water

Mech Eng Masters Student

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Education

Massachusetts Institute of Technology *Cambridge, MA*
Candidate for Master of Science in Mechanical Engineering, June 2014.
Relevant coursework: Entrepreneurship Lab, Product Design, Preliminary Venture Analysis, Applied Math for Engineers. GPA: 4.8/5.0

South Dakota State University (SDSU) *Brookings, SD*
Bachelor of Science in Mechanical Engineering, June 2011.
GPA: 3.97/4.0.

People's Friendship University *Moscow, Russia*
One year course in Russian Language in preparation for an MD in Medicine.

Experience

Edelman Lab, MIT *Cambridge, MA*
2011-current
Examined implantation of a medical device (stents) in human arteries. Identified the contribution of the geometry as well as material properties of the arterial walls. Drew interpretations by assessing the response of arteries to these devices using numerical techniques (finite element methods).

Gas Turbine Lab, MIT *Cambridge, MA*
2010-2011
Analyzed a propeller connector (hub) for a vertical test stand to be used in the study and control of flow patterns around propellers. Calculated design parameters, and strength evaluation using software such as Patran. Created models using computer aided design tools (Pro-Engineer).

Skills

Computer: Fortran, Matlab, HTML, UNIX, some JAVA and Visual Basic; Computer aided design: Pro-Engineer, Ideas; Numerical analysis: ADINA, Patran;
Language: Proficient: English, Hindi; Conversational: Russian; Basic French, Korean, Arabic.

Leadership/Extracurricular

Managed 150 students as a Resident Assistant at SDSU. Columnist at South Dakota State Univ; Wrote articles in the MIT campus newspaper. Published poem in anthology of new artists.

Honors/Awards

Pi Tau Sigma, Tau Beta Pi engineering Honor societies; Sigma Pi Sigma outstanding Physics student of the year 2008-2009; Perry W. Williams Prize 2009-2010; Wilton McCown Scholarship 2010-2011.

Joe Resume

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EDUCATION

Massachusetts Institute of Technology (MIT), Cambridge, MA
Masters of Science in Computer Science and Mechanical Engineering **GPA: 5.0/5.0** 2013 (expected)

Indian Institute of Technology (IIT), Madras, India
Bachelor of Technology, Mechanical Engineering **GPA: 9.5/10.0** 2010

- Class Rank 1. (**Summa cum Laude**) – secured a gold medal and three silver medals for overall excellence.
- Published paper on manufacturing process control-*Intl. Journal of Manufacturing Technology and Management*
- **Standardized Test Score:** GRE – Verbal: 720/800, Quantitative: 800/800.

RELEVANT SKILLS

Software Excel spreadsheets including Sensitivity Analysis, Monte Carlo simulation, and modeling uncertainties; C, C++, Matlab, Saphire (probabilistic analysis tool) MS Word and MS PowerPoint.

Courses Coursework covering fundamentals of finance, economics, statistics, risk-benefit and decision analysis, Options in engineering, and engineering math.

Projects Simulated stock prices using Hidden-Markov-Models (Course - Statistics); researched system design optimization techniques as part of a course portfolio (Course - Engineering Options).

EXPERIENCE

Osio Corporation, Boston, MA
Business Intern 2011 – Present

- Developed Excel spreadsheet model for valuation of the start-up's revenue prospects over the next ten years.
- Collaborated with management team in researching and identifying market segments for the new product.
- Currently working on evaluating strategies to be adopted for market deployment and future expansion.

X Corporation, City, State
Part-time Consultant 2011

- Optimized and redesigned the system to reduce manufacturing costs by 40% and system size by 20%.
- Appraised final results of analysis to senior management at the client site and at MIT. Conducted weekly client update sessions

Center for Product Design, Indian Institute of Science, Bangalore, India
Intern for Program in Teaching Innovation 2010

- Deliberated with professors and fellow students on issues concerning barriers to student learning.
- Identified and specified strategies aimed at teaching innovations and translated them into actionable objectives.
- Implemented a key objective by developing a flexible teaching tool for an advanced graduate course.

Bharat Electronics Limited, Bangalore, India
Technical Analyst 2009

- Analyzed a structural component and identified its critical design parameters.
- Redesigned and optimized the component.

LEADERSHIP

- **Chief Course Coordinator, MIT** – Formulated the syllabus and developed the course content for an undergraduate design engineering course. Organized lectures and led undergraduate assistants in conducting lab tutorials for 200 undergraduate students..
- **Innovative Teaching, MIT:** Formulated new teaching approaches as part of an HP sponsored focus-group trial.
- **Community Service Officer, MIT** – Planned and organized community events for fostering greater interactions amongst graduate students. Received **Outstanding Officer Award** for organizational excellence.
- **Circulation Manager and News Reporter, Graduate Student News Magazine, MIT:** Managed monthly distribution of 5000 copies of magazine on MIT campus. Popularized Cryptic Crosswords at MIT.
- **Mentor, IIT Madras** – Mentored 15 freshmen during the senior year at IIT Madras.

INTERESTS AND ACTIVITIES

Story-Telling ✥ Cryptic-Crosswords ✥ Teaching Innovations ✥ News Reporting ✥ Tennis ✥ Piano

HONORS AND ACHIEVEMENTS

Government of India Fellowship (2006-2010) ✥ Certificates of distinction for National Math, Physics and Chemistry Olympiads ✥ Summa Cum Laude in high school ✥ Ranked in top 0.3% for IITs

JEAN UPEG
Political Economy Ave., Cambridge, MA 02139 Phone: (617) xxx-xxxx · Email: Upeg@mit.edu

EDUCATION

Massachusetts Institute of Technology (MIT), Cambridge, MA Fall 2013
Candidate for PhD in Urban Political Economy and Governance
Dissertation: Out of Control? Local Democracy Failure and Fiscal Control Boards

Princeton University, Princeton, NJ 2006
B.S.E., Civil Engineering with Architecture, summa cum laude

EXPERIENCE

Community Innovators Lab, MIT, Cambridge, MA 2011–current
Project Manager, "Innovation and Equity Transform America"; Research Assistant
- Authored federal taxation memo, coordinated authors, and wrote abstracts for memos to the Presidential Transition Team.
- Drafted grant proposals and policy memos. Participated in designing a model for equitable and comprehensive green retrofits. Currently collaborating with local and national labor and community groups on implementation.

Department of Urban Studies and Planning, MIT, Cambridge, MA 2007-2011
Teaching Assistant
- Conducted seminars, graded essays, and contributed to curriculum design. Classes taught totaled over 200 students and comprised a doctoral research seminar, undergraduate policy course, and three masters planning courses. Conceived and taught graduate mini-seminar.

Brookings Institution, Washington, DC 2010–2011
Brookings Research Fellow
- Awarded first pre-doctoral fellowship for dissertation research granted by the Metropolitan Policy Program.
- Created a dataset compiled from government sources on municipal finances and socioeconomics. Programmed rare-events regressions to measure the impact of fiscal control boards in small cities. Performed qualitative case studies on the control boards of Miami and Washington, DC through interviews with key actors, archival research, and evaluating financial reports.
- Presented at two national academic conferences for Political Science (7,200 attendees) and Planning (1,000 attendees)

P3 Planning Practice Project, MIT, Cambridge, MA 2009–2010
Research Assistant
- Researched four medium-size cities and their innovative community planning organizations. Profiled planners of small cities using national survey data. Created and maintained the project website.

Urban Institute, Urban-Brookings Tax Policy Center, Washington, DC 2007–2009
Research Associate II; Research Assistant
- Analyzed tax policy using statistical programs (SAS and Stata), with a focus on the distributional impact of national legislation, the interaction of tax policies and valuation of fringe benefits, and state code relevant to low-income residents.
- Designed, launched, and maintained the Tax Policy Center website for press, policymakers, and researchers. Website received over 12,500 hits per day and was praised by Forbes, National Journal, and Business Week.

New York City Nonprofits Project, New York, NY 2005–2006
Research Assistant
- Developed a strategy to determine the economic impact of the non-profit sector on the city.

Professor Julian Wolpert, Princeton University, Princeton, NJ 2005
Research Assistant
- Wrote a memo detailing the spillover effects of non-profits and value of non-profit tax exemption, focused on Philadelphia.

FELLOWSHIPS AND AWARDS

National Science Foundation Graduate Research Fellow, 3 years (2009-2012); MIT Presidential Graduate Fellow and Department Fellowship, 3 years (2009); Civil and Environmental Engineering Book Award and David W. Carmichael Prize, Princeton (2006).

PROFESSIONAL AND PUBLIC SERVICE

Student representative, PhD Committee, Department of Urban Studies and Planning, MIT (2009-2011); Graduate Resident Tutor, MIT (2010-2011); High school tutor, Maya Angelou Public Charter School, Washington, DC (2010-2011); Tax preparer for low income households, Community Tax Aid (2008) and Lincoln Park Baptist Church (2008), Washington, DC.

PUBLICATIONS AND CONFERENCES

2 first author; 10 co-author; 2 conference presentations; 1 first author manuscript under review (refereed).

Phillip D. Student

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PhD candidate in biological engineering and global health seeking to enable more efficient healthcare innovations

Overview

- Research experience applying rigorous quantitative methods to solve life science and human health problems
- Hands-on patient care experience with detailed knowledge of prehospital care /EMS protocols and regulations
- Efficient leader skilled at defining expectations, distributing workload, and coordinating diverse team members
- Comfortable communicating complex data to lay and technical audiences in written, verbal, and visual formats
- Extensive public speaking experience with superior ability to develop compelling and coherent presentations

Education

2014 expected — **Massachusetts Institute of Technology**, School of Engineering – Cambridge, MA
Ph.D. in Biological Engineering, Minor in Global Health Theory and Practice
- Thesis Topics: animal models, antibiotic resistance, infection biomarkers, quantitative biochemistry
- Coursework: Drug Development, Intro to Global Medicine, Business Models for Global Health

2008 — **University of Mississippi**, Sally McDonnell Barksdale Honors College – University, MS
B.S. in Chemistry, Magna Cum Laude, Barksdale Honors Scholar

Work & Research

2008-13 — **Laboratory of Prof. Peter C. Dedon**, MIT Department of Biological Engineering – Cambridge, MA
National Institute of Environmental Health Sciences Doctoral Trainee (2011-13)
National Science Foundation Graduate Research Fellow (2009-11)
- Developed and characterized a new animal model of mycobacterial lung infection for biomarker and drug screening studies that is safer and cheaper than existing models (manuscript in preparation)
- Discovered and partly characterized a new potential mechanism of transferable antibiotic resistance
- Coordinated work with 5-7 veterinarians, research scientists, graduate students, and undergraduates
- Mentored and supervised 3 undergraduates in complementary research projects over 3 semesters
- Deliverables: 2 international conferences, 1 publication, 3 manuscripts currently in preparation

2013 — **ClearView Healthcare Partners** – Newton, MA
Connect to ClearView Participant
- Selected as one of 11 graduate students (out of ≈150) for a three-day consulting immersion program
- Worked in a team of 4 students under a Senior Engagement Manager to simulate analyzing market landscape, modeling uptake scenarios, and forecasting peak revenue for a pipeline therapeutic

2009-12 — **MIT Emergency Medical Services** – Cambridge, MA
Director of Ambulance Operations (2010-11)
Emergency Medical Technician: Basic (2009-12)
- Facilitated integration of campus ambulance into local 911 system, yielding a 7% increase in calls
- Created routine maintenance and incident tracking programs, reducing ambulance downtime 25%
- Evaluated vendor bids, performed cost projection, and negotiated major purchases totaling ≈$13,000
- Coordinated and led campus-wide medical coverage for 3 large events, each with ≈2,000 visitors
- Advised MIT Medical on revising clinic hours and services to lower costs and improve efficiency
- Volunteered ≈1,000 hours leading teams of 3 EMTs in treating and transporting ≈100 patients

Leadership

2013-14 — **MIT Medical Consumers' Advisory Council** – Cambridge, MA
Graduate Student Representative
- Chosen to represent the graduate student population to the MIT Medical Management Board
- Solicit student input, communicate criticisms, and suggest improvements to healthcare services

2013 **MIT-Imperial College London Global Fellows Program** – Sharon, MA
Global Leadership Fellow
- Chosen as one of 20 PhD students to represent MIT at a week-long leadership training program
- Received training in global collaborations, team management, and intercultural communication

2009-10 **MIT Graduate Student Council** – Cambridge, MA
Activities Committee Chair
- Conceived, planned, and staffed monthly social activities for 100+ graduate students
- Designed, allocated, dispersed, and tracked an annual events budget of ≈$67,000
- Instituted cost-saving changes and revenue-raising measures to offset a 10% budget cut

Teaching & Outreach

2013 **MIT Department of Biological Engineering** – Cambridge, MA
Teaching Assistant for 20.201: Fundamentals of Drug Development
- Helped plan lecture schedule and evaluated case study topics with pharma industry guest speakers
- Lead weekly recitation sessions, grade homework, and provide case study feedback for ≈30 students

2012-13 **MIT Center for Environmental Health Sciences** – Cambridge, MA
High School Outreach Volunteer
- Helped plan and staff fieldtrips to MIT laboratories for advanced high school science classes
- Designed handouts on analytical chemistry, and demonstrated HPLC to groups of ≈12 students

2012 **MIT Department of Biological Engineering** – Cambridge, MA
Fellowship Mentor and Writing Coach
- Mentored 4 undergraduates in applying for nationally competitive graduate research fellowships
- Edited both personal and research essays, and gave individual feedback and group Q&A sessions

2010-11 **MIT Department of Biological Engineering** – Cambridge, MA
Teaching Assistant for 20.440: Analysis of Biological Networks
- Conceived, wrote, and graded problem sets and exam questions for 25 graduate students
- Designed and presented exam preparation sessions and short in-class lectures on special topics
- Rated best of 3 instructors in presentation quality by students in course evaluations 2 years in a row

Skills & Interests

Technical: animal models of disease, bacterial pathogenesis, microbiological assay design, antibiotic resistance, drug sensitivity testing, inflammation, biomarkers, metabolomics, PK/PD and ADME-Tox, PCA, ANOVA

Laboratory: chromatography (HPLC/UPLC), mass spectrometry (QTOF, QQQ, MALDI), LC-MS, flow cytometry

Computer: MATLAB, Mathematica, GraphPad Prism, MassHunter, LaTeX, Microsoft Office, (X)HTML, CSS

Personal: history of medicine, medical anthropology, travel writing, web design, typography, canoeing / kayaking

Honors & Awards

2013-14 Siebel Scholars Award (85 awarded annually, funds final year, valued at $35,000)
2011-13 National Institute of Environmental Health Sciences Training Grant (funds 3 years, valued at $90,000)
2011 MIT Sloan Sales Club Bold Sell Competition Winner (best of 32 sales pitches, final audience of ≈100)
2009-11 National Science Foundation Graduate Research Fellowship (funds 3 years, valued at $120,000)
2007-08 Barry M. Goldwater Scholarship (funds 2 years, valued at $15,000)
2004-08 University of Mississippi Carrier Scholarship (2 awarded annually, funds 4 years, valued at $40,000)
2003 Eagle Scout, Boy Scout Troop 911 – Brookhaven, MS

Ph.D. Interested in Consulting

Rm. E39-305, M.I.T., 77 Mass Ave. • Cambridge, MA 02139 • Phone: 617-XXX-XXXX • Email: imastudent@mit.edu

Education

MASSACHUSETTS INSTITUTE OF TECHNOLOGY **Cambridge, MA**
Candidate for Ph.D. degree in Material Science & Engineering, June 2014 Used stochastic simulation techniques to gain new insights into polymer structure. Established collaboration with experimental group in the Mechanical Engineering Dept. Pursuing unique integrated approach to develop new molecular models better suited to designing optimal industrial processes. *GPA: 4.9/5.0*
Minor: **Business Administration at the Sloan School of Management, MIT**
Business Courses: Management of Innovation and Technology, International Management, Entrepreneurship, Microeconomics, Macroeconomics, Management and Policy in the International Economy, Marketing, Finance Theory, Options and Derivatives, Investment Banking, Operations Research.
Master of Science in Chemical Engineering Practice, January 2009.

TRINITY COLLEGE, CAMBRIDGE UNIVERSITY **United Kingdom**
Master of Engineering, June 2006 Class Rank: 2
Bachelor of Arts with Honors in Natural Science and Chemical Engineering, June 2005 Class Rank: 1

Experience

INDUSTRY INTERNSHIPS
MERCK PHARMACEUTICALS (Summer 2008) **West Point, PA**
Team Leader: Found systematic method to raise glass transition temperature of vaccines. This allowed a higher storage temperature for the vaccines. Generated $5million annual saving in refrigeration costs.

DOW CHEMICALS (Summer 2007) **Plaquemine, LO**
Intern: Wrote software for simulating complex distillation processes, adopted throughout Dow Chemicals.

DOW-CORNING (September-November 2007) **Midland, MI**
Team Leader: Removed a bottleneck to allowing doubling of a plant's capacity. $10million capital savings.

UNITED KINGDOM ATOMIC ENERGY AUTHORITY (Summers, 2001-2005) **United Kingdom**
Intern:Worked for fluid mechanics groups on technical consulting projects for the petroleum industry. Frequently delivered presentations to clients. Incorporated new algorithms into pipeline simulation modules and achieved tenfold increase in speed. Developed strategies to reduce pipeline erosion. Improved reliability of flowrate measurement devices in oil pipelines to allow clients to better monitor throughputs.

Leadership

MIT PRESIDENT, STUDENT LEADERSHIP COUNCIL OF MATERIAL SCIENTISTS (2011 - present)
Leader in group of 200 students that promotes collaboration between five major research universities. Organized videoconferences to allow students to share research ideas. Planning summer retreat to further student collaboration. Investigating ways to promote science and technology in secondary schools and the community.

STUDENT REPRESENTATIVE, MIT MATERIAL SCIENCE & ENGINEERING DEPT. STUDENT AFFAIRS COMMITTEE (2011 - present)
Leading student / faculty discussion on ways to enhance student / advisor interaction.

TEACHING ASSISTANT, MIT MATERIAL SCIENCE & ENGINEERING DEPT. (Fall semester 2010)
Organized tutorials to clarify course material. Wrote instruction manual to help students use math software. Class scored 7% higher in final than any of the professor's former classes.

U.K. COORDINATOR, EUROPEAN CLUB CAREER FAIR (2006)

Awards, Honors

Winner of National Science Foundation Poster Competition (1012); **Sigma Xi Engineering Research Honors Society** (2010); **Harvey Stern Fellowship**, MIT (2009); **Fox Prize** for Outstanding Performance in Chemical Engineering, Cambridge University (2006); Verhaydn de Lancy Prize for Outstanding Contribution to Trinity College (2005); **Mobil Prize** for Best Performance in Chemical Engineering, Cambridge University (2005); **Senior Scholarship** for Outstanding Academic Performance, Trinity College, Cambridge (2004); **Student Scholarship,** United Kingdom Atomic Energy Authority (2002-2006)

Activities

Dancing (MIT Salsa Club), Classical Guitar, MIT Debating Club, MIT European Club Soccer Team

A.N. ALUM

123 Infinity Avenue, Cambridge, MA 02139, analum@alum.mit.edu, 617-XXX-XXX

SUMMARY

Accomplished strategy and finance professional with extensive experience in health care, financial services, energy, and education. Proven track record of improving client and firm performance across a broad range of corporate, not-for-profit, and government organizations. Strong ability to manage senior-level relationships and cross-functional teams.

EXPERIENCE

MIT MEDIA LAB, Cambridge, MA, 2012-Present

- Co-led prototype development of virtual rehabilitation interface integrating clinical and home-based physical therapy.
- Interviewed clinicians to determine key specifications required for effective treatment in home and clinical settings.
- Collaborated on proposal that won $100,000 innovation grant to further develop technology.

XYZ PUBLIC CHARTER SCHOOLS, Washington, DC, 2011

- Led development and initial launch of performance management system to improve operational and academic excellence of network of ten schools with over 5,000 students, 500 staff, and $70 million operating budget.

GLOBAL INVESTMENT FIRM, New York, NY and San Francisco, CA, 2009-2011
Senior Associate, Global Analytics

- Managed financial analysis and due diligence for over $2 billion in private equity financing for investment acquisition targets in transportation, energy, clean technology, and real estate sectors. Negotiated and oversaw contracts and relationships with engineering, real estate, accounting, and investment banking advisory firms.
- Evaluated strategic market opportunities in clean technology sector, including potential investments in wind turbine technology and carbon markets. Firm subsequently invested in several carbon reduction projects.
- Delivered presentations on strategic analysis, financial valuation, and due diligence of potential investments to Board members and senior executives of Babcock & Brown, portfolio companies, and prospective investment targets.
- Streamlined investment review process firmwide, resulting in improved financial and risk analysis.

AN INVESTMENT BANK, New York, NY, 2002-2006
U.S. Economist, Associate Director

- Collaborated with retail and institutional investor sales force to increase distribution of U.S. economics research products that reached hundreds of thousands of clients. Advised large institutional investor clients on U.S. economics forecasts and research products and conducted customized client research.
- Managed launch of new research products from concept to distribution across sales channels. Led writing, production, and distribution of 200-page Data Decoder reference book, successfully positioned as flagship UBS research product
- Spearheaded integration of people, processes, and systems between PaineWebber U.S. Economics Team and UBS Global Economics Team following merger. Completed full integration six months prior to all other Research Teams and advised senior management on integration of remaining 150 PaineWebber Analysts.

WORLD BANK, Washington, DC, 2000-2003
Research Analyst, Development Economics Research Group

- Evaluated capital structure and corporate governance of 4,000 firms in Indonesia, Korea, Malaysia, Philippines, and Thailand before and after 1997 financial crisis to inform policy response.
- Prepared reports and presentations of survey findings for senior government officials, global business leaders, senior World Bank officials, and international press. Organized conference in Bangkok for key Asian cabinet ministers and World Bank officials to discuss findings.
- Designed and evaluated randomized trials of education programs across 300 schools in Kenya. Led 10-person team in overhaul of data management process to improve accuracy and analysis of 20,000 student records.

EDUCATION

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA
The Wharton School*, Master of Business Administration, Major in Finance.* August 2008.
Graduate School of Education*, Master of Science in Education, Major in Educational Leadership.* May 2007

- Extensive experience in strategic planning and business development for organizations including Mastery Charter Schools, Victory Schools, School District of Philadelphia, and Association for Sustainable Economic Development.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA
Bachelor of Science, Major in Economics. June 2000. GPA: 4.5/5.0

ADDITIONAL INFORMATION

- **Computer skills**: Competency in Excel financial modeling, Powerpoint, Access, SQL, SAS, Windows, and Mac OS.
- **Languages**: Written and spoken fluency in Spanish. Conversant in Mandarin Chinese.
- **International experience**: Worked in Chile, Peru, Mexico, Thailand, and Kenya. Studied for one year in Chile.