

# CHEMISTRY (THIRD YEAR)

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## SUMMARY OF QUALIFICATIONS

- Outgoing third year student with a strong academic background in the sciences
- Confident in a laboratory setting, but eager to learn new techniques and procedures
- Able to work independently and as part of a team

## EDUCATION

- **BSc Chemistry Major Co-op, 3rd Year** Sep 20XX – Present
- University of Victoria

## SKILLS AND EXPERIENCE

**Laboratory Skills**

- Wet Chemistry: Titration, distillation, thin layer chromatography, gas chromatography, vacuum filtration
- Analytical Techniques: Sub-sampling from homogeneous samples, accurate standard spiking with syringes and micropipettes (20–200µL volumes), liquid-liquid extraction and the use of solid phase extraction cartridges, preparation of QC samples (blanks, matrix spikes, and sample spikes) with acceptable results
- Instrumentation: use of Mass Spectrometer, Capillary Electrophoresis System, and HPLC
- Spectroscopy: analysis of IR, Proton NMR, C13 NMR, and Mass Spectroscopy

**Communication Skills**

- Very comfortable with all forms of written communication, possesses concise and efficient writing skills
- Able to accurately record in-laboratory observations, procedures and results
- Open and direct communication skills, as well as the ability to give and receive clear directions
- Able to work effectively to accomplish tasks and make productive use of spare time
- Experienced in giving oral progress reports as well as successfully pitching new ideas to board executives

**Aquatic Skills**

- Lifesaving: Certified as a lifeguard through the National Lifesaving Society, along with current certifications in Standard First Aid, CPR, and Automated-External Defibrillator operation
- Teaching and Coaching: Trained as a Level One coach for swimming and water polo through the
- National Coaching Certification Program, as well as a Water Safety Instructor and Lifesaving Instructor by Canadian Red Cross

## AWARDS

UVic President's Entrance Scholarship 2008

UVic Dean's List 2007

*Awarded to the top 10% of the science faculty.*

Pacific Leaders Scholarship for Children of Public Servants 2007

- *Awarded to students in British Columbia showing outstanding communication skills and academic achievement.*

## WORK EXPERIENCE

**Lab Analyst** May 2009 – Aug 2009

Chemical Analytical Laboratories, Sidney, BC

- Prepared, extracted, and separated environmental and industrial samples for perfluorinated contaminant analysis within defined production schedules, while maintaining a high quality of work
- Accurately followed rigorous established procedures, accompanied by the recording of detailed data providing a legal sample history
- Worked efficiently on assignments to allow for completion of extra lab duties such as restocking lab materials, making up reagents, and learning new techniques and methods
- Reviewed and edited coworker's laboratory paperwork

**Assistant Swim Coach** May 2007 – May 2009

Saanich Peninsula Swimming Pool - Summer Swim Club

- Assistant Head Coach position for upcoming training season (resulting from a promotion in responsibilities)
- Aid in the training of junior coaches by providing feedback on their strengths and weaknesses as a coach
- Work with a team of coaches to organize practices and social events
- Facilitate and encourage skill improvement and increased fitness in children during swim practices and dry land activities
- Provide feedback to parents regarding their children's accomplishments

**Lifeguard/ Swim Instructor/ Lifesaving Instructor** Oct 2006 – Present

Saanich Peninsula Swimming Pool – Lifeguard Program

- Ensured safety of patrons and tactfully dealt with concerns and disputes
- Increased confidence and swimming abilities in nervous children and adults through swim lessons
- Raised interest in aquatic safety within groups of youth through lifesaving skills courses

**Head Water Polo Coach** Nov 2005 – Oct 2007

Saanich Peninsula Swimming Pool

- Increased awareness and interest in the sport within the Swim Club, and increased enrollment in the program significantly
- Independently organized pool time, practices, and tournaments throughout Vancouver Island

- Provided regular verbal communication with parents concerning their children's progress, as well as contributed to the weekly newsletter regarding the team's activities

## ACTIVITIES & INTERESTS

### Athletic:

- Member of the UVic Water Polo Club for the past two years, and am now a part of the executive
- Have swum for the Piranhas Summer Swim Club for the past 13 years
- Have been practicing Karate for the past 10 years and was recently promoted to black belt rank
- Enjoy indoor rock-wall climbing and hope to start climbing outdoors as well

### Outdoor Activities:

- Spend much of each summer camping
- Have enjoyed hiking and backpacking in many areas such as the Kokanee Glacier, the Haleakala Crater, and Mt. Albert-Edward

## REFERENCES

Michael Jones, Lab Supervisor  
Chemical Analytical Lab  
mjones@cal.ca 250-888-1234

John Doe, Manager  
Saanich Peninsula Swimming Pool  
jd@spsp.ca 240-888-1235