

# Biol/Chem 4900/4912

Forensic Internship

Lecture 4

# Professional Development

## Resume

- Importance of beginning now
  - A great resume will at least get you looked at and maybe an interview, while a bad one will not get a second glance.
  - You should always have a resume in progress (working) to use (pull from) for the final polished one. 2 files - one working, and one finished.
- Action item - Let's start your resume

# Resume

- Common elements
  - **Name**
  - **Contact Info**
  - Objective/Summary
  - **Experience**
  - **Education/Training**
  - Licenses/Certifications
  - Hardware/Software
  - Languages
  - **Awards/Honors/Societies**
  - **Presentations/Publications**
  - **References**

# Resume MARGARET C. STUDENT

1155 Union Circle #308582, Denton, Texas 76203 | 510-800-0000 | [margaretstudent@gmail.com](mailto:margaretstudent@gmail.com)

## EDUCATION

University of North Texas, Denton, Texas

**B.S. in Chemistry**

Minor in Biology with a Concentration in Forensic Science

Current Overall GPA 3.586

**August 2012- Present**

Stony Point High School, Round Rock, Texas

**High School Diploma under Distinguished Achievement Program**

3.95 GPA; Ranked 40 out of 746

**August 2008- May 2012**

## AWARDS

Virgil E. and Catherine A. Rogers Scholarship for Outstanding Research Achievement by an Undergraduate Student in Chemistry; UNT Chemistry Department

May 2015

W.N. Masters Award for the Outstanding Undergraduate Junior Chemistry Major, UNT Chemistry Department

May 2015

Re Calderon Scholarship Award for Outstanding Research at the Undergraduate Level, UNT Chemistry Department

May 2014

3.5 Honor Roll (Dean's List)

Fall 2012, Spring 2013,  
Fall 2013, Spring 2014,  
Fall 2014, Spring 2015

## EMPLOYMENT

**Student Administrative Assistant, UNT Forensic Science Program, University of North Texas**

Assist Program Director in running daily operations, including phone and email correspondence, statistics tracking, file updating and handling privileged student information

March 2015-Present

**UNT Supplemental Instruction Leader, UNT Learning Center, University of North Texas**

Leading students in group study for historically difficult courses at the university

August 2014-May 2015

## EXTRA CURRICULAR INVOLVEMENT

CAS Ambassador for the Forensic Science Program, University of North Texas

Point of Contact: Kiersty Hendrix, [Kiersty.Hendrix@unt.edu](mailto:Kiersty.Hendrix@unt.edu)

August 2014- Present

President of the Forensic Science Club, University of North Texas

Point of Contact: Dr. Teresa Golden, Forensic Science Program Director, UNT, [tgolden@unt.edu](mailto:tgolden@unt.edu)

August 2014-May 2015

Volunteered with Several Events while a Member of the Forensic Science Club, University of North Texas

Point of Contact: Dr. Teresa Golden, Forensic Science Program Director, UNT, [tgolden@unt.edu](mailto:tgolden@unt.edu)

August 2013-Present

# Resume

## MEMBERSHIPS

American Chemical Society  
UNT Forensic Science Club

## LABORATORY EXPERIENCE

Undergraduate Research with Dr. Teresa Golden and Mr. Casey Thurber, University of North Texas  
Fabrication of Anti Corrosion Coatings by Electrodeposition  
September 2013- Present  
[tgolden@unt.edu](mailto:tgolden@unt.edu) , [caseyrayt@hotmail.com](mailto:caseyrayt@hotmail.com)

Undergraduate Research Internship with Dr. Robert Calhoun, United States Naval Academy  
Analyzing Novel Anti Corrosion Coatings on Aircraft Grade Aluminum by  
Scanning Electrochemical Microscopy (SECM)  
July 2013- Present  
[calhoun@unsa.edu](mailto:calhoun@unsa.edu)

## POSTERS AND PUBLICATIONS

C. Lee, M. Student, W. Dorriety, R. Hanrahan, F. Lancaster, R. Calhoun “Screening of Novel Anti-Corrosion Coatings by Scanning Electrochemical Microscopy (SECM)” ECS Trans. vol. 66 (30), **2015**. In press.

C.R. Thurber, M.C. Student, Y.H. Ahmad, N. D'Souza, A.M.A. Mohamed, T.D. Golden  
“Electrodeposition of Cu-Ni Incorporated with Layered Silicates for Corrosion Protection” ECS Trans. vol. 61 (20), pp. 49-60, **2014**.

C.R. Thurber, M.C. Calhoun, Y.H. Ahmad, N. D'Souza, A.M.A. Mohamed, T.D. Golden “Electrodeposition of 90-10 and 70-30 Cu-Ni for Microbial Corrosion Protection” 2014 Graduate Student Exhibition, University of North Texas, Denton, TX, **March 1st, 2014**. (Poster- Placed 2nd)

C.R. Thurber, M.C. Calhoun, Y.H. Ahmad, N. D'Souza, A.M.A. Mohamed, T.D. Golden “Electrodeposition of 90-10 and 70-30 Cu-Ni for Microbial Corrosion Protection” 247th American Chemical Society National Meeting, Dallas, TX, **March 16th - 20th, 2014**. (Poster)

J. Tientong, C.R. Thurber, M.C. Calhoun, Y.H. Ahmad, N. D'Souza, A.M.A. Mohamed, T.D. Golden “Ni-Mo and Cu-Ni Nanocomposite Coatings for High-Temperature and Microbial Induced Corrosion” SAMPE DFW Meeting, Irving, TX, **April 10th, 2014**. (Poster- Placed 1st)

C.R. Thurber, M.C. Calhoun, Y.H. Ahmad, N. D'Souza, A.M.A. Mohamed, T.D. Golden “Electrodeposition of Cu-Ni Incorporated with Layered Silicates for Microbial Corrosion Protection” 225th Electrochemical Society Meeting, Orlando, FL, **May 11th – 15th, 2014**. (Poster)

C.R. Thurber, M. C. Calhoun, S. F. Sanders, Y.H. Ahmad, N. D'Souza, A. Mohammed, T.D. Golden  
“Electrodeposition of 70-30 Cu-Ni Composite Coatings for Corrosion Protection” ACS Southwest Regional Meeting, Ft. Worth, TX, **November 2014**. (Poster)

C.R. Thurber, M.C. Calhoun, Y.H. Ahmad, N. D'Souza, A.M.A. Mohamed, T.D. Golden “Electrodeposition of 90-10 Cu-Ni Nanocomposite Coatings for Corrosion Protection” 2015 Graduate Student Exhibition, University of North Texas, Denton, TX, **March 7th, 2015**. (Poster - Placed 1st)

# Resume

## Jennifer M. Student

**E-mail:** student@my.unt.edu • **Phone:** (400)-200-5000 • **Address:** 1000 W. Hickory St, Denton, TX 76201

### Profile

Exceedingly motivated senior in Chemistry with an expanding knowledge base in instrumentation operation, as well as increasing competence in the area of forensic science. Dedicated leader that promotes and solicits exceptional talent to the chemistry department and forensic science program. Future plans involve attaining a PhD in Forensic Anthropology.

### Education & Experience

#### University of North Texas

2013 - Present

- Bachelor of Science in Chemistry with 3.55 cumulative GPA
- Minor - Biology and Anthropology with Forensic Science certificate
- Ambassador for selective Forensic Science Program, teach 30-40 new students on program policies and recruit beneficial candidates for the program.
- Participate in undergraduate research in latent handwriting analysis of paper and ink analysis with nanomanipulation with Dr. Teresa Golden
- Internship with Dr. Ed Hueske in shot cup analysis for crime scene reconstruction, currently seeking publication
- Forensic Club Member
- CSI Day Volunteer

### Skills

#### Instruments Used

- Fourier Transform Infrared Spectroscopy
- Atomic Absorption Spectroscopy
- Ultraviolet-Visible Spectroscopy
- Thin Layer Chromatography
- High Performance Liquid Chromatography
- Gas Chromatography/Mass Spectrometry
- Nanomanipulator with nanospray/electrospray technique

#### Laboratory Techniques

- Soil Analysis
- Gun Shot Residue Analysis
- Microbiology Techniques
- Titrations
- Schlenk Techniques

#### Basic Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Mortgage Loan Operating Systems
- ChemDraw

### Professional Experience

#### Bank of America – Home Services Specialist II

2010 - 2013

- Maintained 60- to 140-loan continuous pipeline, processed purchases and refinances on conventional, FHA, MHA and VA.
- Gathered loan documentation, accounted for eligibility, submitted loans to underwriting, scheduled and maintained closings with constant customer contact.
- Balanced 40 hour workweek with successful 12 hour university course load.

#### Heritage Lending & Investments – Mortgage Loan Processor/Loan Officer Assistant

2008 - 2010

- Assisted with a pipeline of 45-50 manufactured home loans, ordered loan documentation, solicited and monitored all new clientele.
- Visited and recruited all new clientele of manufactured home loans, real estate agents and dealerships.

#### BayRock Mortgage – Loan Service Opener

2005 - 2008

- Input 40-125 daily loan applications.
- Logged new loans into the database, requested additional required information for loan to underwriting, maintained contact with branch employees regarding loan status.

### Community Involvement

- Member of the American Chemical Society
- Habitat for Humanity
- Operation Christmas Child

### References

- Available upon request

# Resume

## Ryan Student

University of North Texas  
1155 Union Circle Denton, TX 76203

(200) 200-1000  
Rstudent@gmail.com

### Summary

Focused, versatile, dependable, solution oriented analytical chemist with 4 years laboratory experience. Able to adapt effectively to challenging and time sensitive situations. Previous experience as laboratory coordinator in an educational lab and 3 years experience as a Team Leader/ Guest services manager.

### Work Experience

*University of North Texas*- Chemistry Dept.

06/2011 - Present

#### Laboratory Experience

- Developing methods for electrochemical deposition of corrosion resistant composite coatings
- Synthesis and Characterization of metal-oxide/hydroxide materials
- Characterized the electrochemical properties of the bath systems leading to optimal plating conditions
- Spectroscopic characterizations using UV/Vis, FTIR, X-ray diffraction, Atomic absorption
- Surface analysis of materials using SEM, EDS
- Electrochemical testing including Tafel analysis, Impedance Spectroscopy

#### Teaching Experience

01/2012 - 05/2015

- Lab coordinator for Instrumental Analysis laboratory course. Responsibilities included: preparation of lab materials, development of lab procedures, ordering of necessary chemicals and materials, instruction of instrument operation and necessary information, troubleshooting and minor repair of instrumentation. Instrumentation included: GC/MS, HPLC, AAS, FTIR, UV/Vis, fluorescence, CV, conductivity, potentiometry, pH, and titrations.
- Class instruction and lecture preparation for general chemistry and chemistry for engineers courses

*Brewer Science*; internship

06/2013 - 08/2013

- GC and HPLC method development for quantitative analysis of proprietary lithography solutions
- QA/QC analyses and product testing experience including: % water, % solids, Viscosity, pH, Concentration.

*Target Corporation*.

07/2003- 06/2011

- Sales associate ( 2003-2005), Sales Floor Team Leader (2006), Guest Service Team Leader ( 2006-2008)Bike Builder Specialist(2009-2010), Logistics and Receiving Associate (2011)

### Education

**M.Sc. - Analytical Chemistry** - University of North Texas

09/2011 - Present

Expected Graduation: **12 / 2015**

Advisor: Dr. T. Golden

**B.S. in Chemistry, minor Mathematics** - University of North Texas

09/2008 - 07/2011

University of North Texas, Denton, TX

### Affiliations and Awards

Outstanding upper-level teaching assistant award

2014 and 2015

Graduate Assistant Tuition Scholarship

2014

Organic Chemistry Tutor

2009-2010

SAMPE; Founding member of UNT student chapter

2013 - Present

NACE; Founding member of UNT student chapter

2014 - Present

**\*References available on request**

# References

- List your references on a separate sheet to give when asked
- Always ask permission before listing someone as a reference
- **Always have more references than you need**
- Don't expect a reference for just showing up
- **Action item - List the names and contact info of your references - list possible references to talk to.**



# Networking

- Since we are talking about References...
  - **Where and How to Network**
  - **Anything related to your profession:**
    - **Professors**
    - **University (Greek and Professional)**
    - **Societies (Professional)**
  - **Societies**
    - **Join, engage, go to events, become a student officer**
  - **Action item – Make a list of professional societies you could/want join. Next to each – list how you could get more involved**

# Internships

- ▶ Should I or not?
- ▶ Can you do it for the summer? Or can you afford to take one long semester?
- ▶ Are you going to graduate school?
- ▶ Will it lead to a possible job?
- ▶ Will it set you apart?

# Online/Social/Professional Media

- Besides your resume, your online presence will represent you – what does yours say about you?
  - Email addresses?
  - Facebook?
  - Blogs?
- Think about establishing a professional online presence now.
  - LinkedIn
  - Research Gate
  - Others?
  - Action item – Evaluate your online profile – do you need to make changes? Add new professional links?

# Writing - the Godzilla in the room

- **Develop a daily writing habit**
  - How would you describe your writing habits

sporadic

hectic

spontaneous

binging

what's a writing habit?

# Writing

- Top barriers to consistent writing

Time/Distractions  
Interruptions

Course/Lab schedule

Too busy

Family/Work  
Anxiety/Fear

Perfectionism  
writing

Rejections

Binge

Writer's block

Low motivation/energy

# Writing

Law of Delay: That which can be delayed, will be.  
(Writing must be like taking a shower)

- Pick a place
- Develop scheduled time
- Get organized
- Write for short periods

# Writing

- **The 4 Steps**
  - **Automaticity**
    - Start writing before you are ready
    - Techniques – free write, spontaneous vs generative
  - **Externality**
    - Set external controls (place, time, etc...)
  - **Self-control**
    - Self monitor, thought stopping, thought substitution, rewards.
- **Action item – List possible writing projects.**

# Assignment

- ▶ Paper Abstract (Topic)
- ▶ Work log (due the end of the semester)
- ▶ Assignment: Homework 4 - Complete your resume for a forensic science position and write a cover letter.
- ▶ Assignment: Homework 5 - Write a career plan outlining your goals and action items for the next 5 years.
  
- ▶ Read:
  - 1) Ethics, Ch. 6-9, Bowen