



## Strategy

*What's the most compelling way I can show an employer what they want?*

- 1) Focus on performance and results.
- 2) Directly highlight qualifications requested in the job posting.
- 3) Use keywords from the posting to show "fit".

Janice Chemistry, PhD

Fort Collins, CO | 970-333-4444 | email address| linkedin.com/in/charliechemistry

### QUALIFICATIONS

- Experienced researcher with 4 years working in Analytical Chemistry labs and over 12 years of experience teaching science-based courses
- Focused on Environmental Chemistry topics including emerging contaminants, micropollutants, water treatment, remediation and water use efficiency; familiar with NEPA
- Supervised team members, mentored new teachers and worked collaboratively with department heads
- Trained in project management principles, consensus building, and effective communication
- Lab budget management of \$12K per year; monitored grant expenditures and ensured compliance with grant guidelines

### LABORATORY EXPERTISE

- Extensive laboratory instrumentation work including GC/FID, GC/MS, GC/MS-MS, LC/MS-TOF, HPLC, SEM, and IC
- Proficiency with Liquid & Gas Chromatography, Mass Spectrometry, GC/ECD, TOC, BET Surface Area Analysis, Powder X-Ray Diffraction, UV/Vis Spectroscopy, and Cyclic Voltammetry
- Experience with method development, troubleshooting of analytical instruments, and best lab practices regarding documentation and QA/QC protocol
- Familiar with EPA and NELAP requirements for laboratory QA/QC practices & MDL/LOQ determination
- Utilization of Excel, Sigma Plot and Igor for data analysis and interpretation
- Extensive experience crafting Standard Operating Procedures in compliance with ISO14001 regulations and Globally Harmonized System for HazCom, as well as compliance audits and corrective action plans when needed

### RELATED EXPERIENCE

**Graduate Research Assistant**, PI Ann Smith and Jane Patterson 20XX – Present  
Colorado State University, Fort Collins, CO

*Research focuses on Emerging Environmental Contaminants and Treatment Technologies*

- Work independently and as part of a team to complete project goals on time and within budget for developing an effective treatment technology for 1,4-dioxane in groundwater as per grant guidelines
- Construct bench-scale electrolytic column reactors with TiO<sub>2</sub> catalyst to successfully treat persistent aqueous emerging contaminants such as 1,4-dioxane and pharmaceuticals like lamotrigine; successful lab studies have led to field scale reactors treating 1,4-dioxane in the Netherlands spring of 2015
- PhD Dissertation utilizes analytical and solid state chemistry instrumentation to optimize electrolytic treatment system, characterize TiO<sub>2</sub> catalyst properties, and elucidate novel mechanism
- Supervise 5 undergraduate students

**Internship - Natural Resource and Ecology Lab** April 20XX – Jan 20XX  
Colorado State University, Fort Collins, CO

- Investigated silica-based phytoliths as biological tracers of hydrological flow paths
- Performed environmental sampling at field site locations in Costa Rican rain forest, followed by analyte extraction and analysis

**Teacher, Chemistry, AP Environmental Science & Physics** August 20XX – May 20XX  
Poudre High School, Fort Collins, Colorado

Industry recruiters want quick, relevant, information up top and details to follow. Be sure to move your essential qualifications and experience to the top.

Showcase your skills as they directly relate to the position.

Include **Research goals/purpose, Actions taken, and Results** in descriptions.

Items on page 2 may provide support to items mentioned on page 1. Qualifications and expertise areas.

Tailor your resume for each position to improve chances of being selected for an interview.

### Part-time Contract Scientist

August 20XX – Present

City of Fort Collins, Water Treatment Division, Fort Collins, Colorado

- Review and revise ~100 water treatment operations and process control lab SOP's to align with requirements of the ISO14001 environmental management system and Globally Harmonized System for HazCom
- Chair a team to update chemical inventory, SDS documents, and chemical labels to comply with Globally Harmonized System requirements (OSHA HazCom Standard Final Rule 2012)
- Implement corrective action plans to employ best practices in treated waste water management, chlorine leak emergency procedures, and proper handling and disposal for chemical spills and excess chemical residuals for six hazardous substances commonly used at water treatment facility

### EDUCATION AND TRAINING

PhD - Analytical Chemistry/Environmental Focus (emerging contaminants research) May 20XX  
Colorado State University, Fort Collins, Colorado

Bachelor of Science - Biochemistry, Psychology Minor, cum laude May 20XX  
University of California, Davis, California

Teaching Certifications in Life Science and Physical Science, summa cum laude October 20XX  
California State University, Sacramento, California

Professional Certification in Project Management for Environmental Scientists January 20XX

### PROFESSIONAL MEMBERSHIPS

National Honor Society, American Chemical Society, Wilderness Society, American Water Works Association, WaterReuse Assn., Sustainable Remediation Forum, National Groundwater Assn., Idea Wild.

### AWARDS AND GRANTS

- ACS Environmental Chemistry Graduate Student Award 20XX in recognition of scholarship, research productivity and potential for high impact in environmental chemistry
- Recipient of five years of funding (\$150,000) from DuPont for graduate research to investigate innovative treatment technologies for persistent organic pollutants
- Chemistry teacher recipient of National Science Foundation's STEM/GK-12 fellowship (\$8000 over 2 years) collaborating with Colorado State University to make graduate level research accessible and engaging to high school students.
- Personally awarded grant funding from GO3 Foundation:Ozone Monitoring Grant (\$4500) and Whole Foods Schools Grant (\$3700) for environmental projects

### SELECTED PRESENTATIONS AND PUBLICATIONS

Chemistry, C.; Smith, A. Electrolytic degradation of 1,4-dioxane catalyzed by titanium dioxide pellets in the absence of light. In preparation.

Chemistry, C.; Smith, A.; Knowles, F. Integrating groundwater conservation and reuse into remediation projects. *Remediation Journal*. Spring 20XX. DOI: 10.1002/rem.21389.

Chemistry, C.; Patterson, J. "Electrolytic degradation of 1,4-dioxane catalyzed by titanium dioxide pellets." March 16-19, 20XX. Dallas, Texas. Presented at Conference of the American Chemical Society.

Chemistry, C.; Smith, A.; Patterson, J. "Non-aqueous media technologies for treatment (desorption and degradation) of hydrophobic contaminants such as PCBs". June 12-14, 20XX. Guelph, Ontario Canada. Presented at University Consortium for Field-focused Groundwater Contamination Research.

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### How To

For more on publications, citations and CV/Resume questions visit [career.colostate.edu](http://career.colostate.edu) Resource Center.

Name & page numbers should appear on documents longer than one page.

