

Chuck Darwin

Jayhawk Blvd.
Lawrence, KS 74853

785-454-4759
biofan@hotmail.com

SUMMARY OF QUALIFICATIONS

- Strong analytical skills developed through lab experience in chemistry and biology
- Detail-oriented and thorough in examination of data and written reports
- Computer skills include: Excel, Word, PowerPoint, Internet, and Photoshop
- Two years experience in a medical environment; familiar with confidentiality issues and medical terminology

EDUCATION

Bachelor of Science in Biology, minor in Chemistry **December 20xx**
The University of Kansas **Lawrence, KS**

- Financed all 4 years of education while maintaining a GPA of 3.4
- Related coursework: Biochemistry, Medicinal Chemistry, Immunology, Anatomy & Physiology I & II, Electron Microscopy

Senior Seminar Project: "Resistance to ddI and Sensitivity to AZT induced by a mutation in HIV-1 Reverse Transcriptase"

- Researched history and studies of therapies using ddI and AZT in AIDS patients
- Analyzed and compared therapies, focusing on the decrease of sensitivity to drug therapies
- Compiled information to present to a peer audience using PowerPoint

Immunology Volunteer Research Assistant **Summer 2009**

- Assisted with professor's grant-funded research to study the possible effects of a new antibiotic for poison ivy

LABORATORY SKILLS

Polyacrylamide and agarose gel electrophoresis	PCR	Gas chromatography
Transformation of bacterial cells	Molecular cloning	Cell and tissue culturing
DNA Fingerprinting	Protein purification and identification	Affinity chromatography
Sterile technique	HPLC	Experiment Design
	Cellular ultrastructure identification	

WORK EXPERIENCE

Assistant Manager, Food and Beverage Service **August 20xx – Present**
Rolling Plains Golf and Country Club **Baldwin, KS**

- Prepare schedules for five employees each month
- Interview and train new staff members, occasionally supervise catering team
- Order and maintain supplies and help coordinate large social events

Office Assistant, Department of Curricular Studies **August 20xx – August 20xx**
The University of Kansas, **Lawrence, KS**

- Managed accounts payable and travel pay for professors
- Ordered textbooks and designed websites
- Gained familiarity with all general office equipment and responsibilities

Office Assistant (GS-5), Mental Health Office **August 20xx – August 20xx**
Pope Air Force Base **Fort Riley, KS**

- Pulled and filed medical records
- Built and maintained a searchable computer database of records
- Handled and followed procedural instructions for suicide calls from patients
- Gained knowledge of medical terminology and shorthand