

## Non-technical resume example

### Lori M. Conlan, PhD

New York State Department of Health  
Wadsworth Center  
Albany, NY 12208  
Work Phone  
Work email

Residence  
XX  
XX  
Home phone  
XXX@yahoo.com

#### Education

2002	PhD	Biochemistry and Biophysics	Texas A&M University
1996	BS	Biochemistry	Michigan State University

#### Work Related Experience

Chair, Steering Committee of Postdoctoral Association, Wadsworth Center, NYSDOH  
2003- 2005

- Developed a new organization to represent postdocs at Wadsworth Center
- Planned career development seminars, scientific retreats, and social interactions
- Secured funding for PDA sponsored events
- Worked with administration to advocate for postdocs

Vice President of the Biochemistry Graduate Association, Texas A&M University  
1999-2001

- Coordinated annual vendor shows, resulting in a \$3000 profit for the organization
- Organized student sponsored seminar series. This included one seminar speaker per semester and the Annual Women in Science Seminar
- Developed non-traditional career forum, inviting and coordinating visits for 6 speakers
- Assisted in planning welcome week events for new graduate students
- Planned departmental social activities

Weight Watchers, multiple locations  
1998-present

- Direct weekly meetings as an information source for members
- Provide program information for members
- Provide moral support and encouragement to members

Resident Assistant, Michigan State University  
1994-1996

- Planned events to promote floor social interaction and education
- Helped coordinate hall-wide events
- Participated in the hiring process of new resident assistants
- Mediated conflict resolution

#### Teaching Experience

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Associate Faculty, State University of New York at Albany.

- Biochemistry 601- Presented lecture to second year graduate students. Participated in term paper and final presentation grading for 12 students.
- Teaching Assistant for graduate level introductory biochemistry course (2002-2004). Developed weekly review sessions of lectures and problem solving. Coordinated teaching assistant assignments for modular class.

### **Research Experience**

Postdoctoral Fellow (2002- present)

Wadsworth Center, New York State Department of Health, Albany, NY

Explored the group II intron mobility pathways and mechanisms to understand how DNA can insert into non-ideal locations.

Graduate Research Assistant (1997- 2002)

Department of Biochemistry, Texas A&M University

Examined how metal ions contribute to DNA binding and cleavage to understand fundamental restriction enzyme biology

Undergraduate Research (1994- 1996)

Department of Biochemistry, Michigan State University

Studied the kinetics of thioltransferase to understand how the cell responds to oxidative stress.

### **Transferrable skills from lab**

- Managed 4 technicians, 3 graduate students, 9 undergraduates and many lab rotations students
- Participated in hiring new lab personnel
- Promoted lab social interactions
- Responsible for ordering reagents, equipment and new instrumentation for entire lab
- Negotiated and solicited bids from vendors to ensure cost savings
- Organized reagents and equipment to ensure quality work environments
- Participated in lab budget management

### **Grants**

2004-present	NIH	Ruth L. Kirschstein National Research Service Award Postdoctoral Fellowship
1996-1998	NIH	Chemistry/Biology Interface Training Grant

### **Honors**

2001	The Ethel Ashworth-Tsutsui Memorial Award for Mentoring, Texas A&M University
1998	Young Investigator's Award, FASEB Conference, Nucleic Acids: Enzymes and Disease
1992	Michigan State University Distinguished Freshman

### **Publications**

I have published four first author and four second author papers in various peer-reviewed journals. Copies of these papers are available upon request.

**References:** Available on Request