

## Soma Startup

Halifax, NS  
(902) 429-1234, soma1234@dal.ca

### SUMMARY OF SKILLS/QUALIFICATIONS

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#### Personal

- Excellent leadership skills and able to prioritize effectively for the success of the team
- A commitment to learning, teaching, and the overall success of the team
- Able to quickly adapt to new situations and embraces change
- Fluent in Portuguese, and English
- Charismatic and confident public speaker

#### Technical

- Proficient with MS Word, Excel, and PowerPoint
- Knowledge of compound, electron, and confocal laser microscopy
- Skilled in SPSS, R, and Matlab

### EDUCATION

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**Bachelor of Science Major in Biology** 2017 Expected Graduation 2020  
Dalhousie University, Halifax, NS

- Dean's List 2017

### AWARDS/SCHOLARSHIPS/CERTIFICATES

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**2<sup>nd</sup> Place Literary Award**, Dalhousie Writing Society September 2018  
**Student Scholarship**, MS Society September 2017  
**CPR Course**, Saint John's Ambulance July 2016

### EXTRACURRICULAR ACTIVITIES

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#### Member

Dalhousie Swing Society, Halifax, NS

- Organized fundraisers for the society; involved in event planning for three major occasions throughout the year
- Collaborated with all other members and event attendance increased from previous years

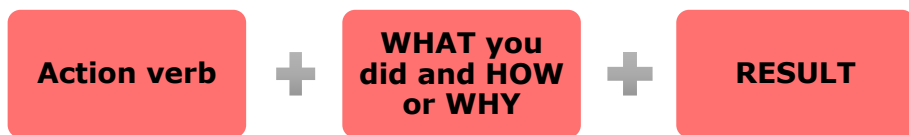


## Action Statements

If you were face-to-face with an employer right now, what would you say? What skills and knowledge would you highlight? To capture your experiences and accomplishments on your résumé (and to stand out!) use **ACTION STATEMENTS**.

### Tips:

- Quantify whenever possible, it adds perspective.
- Results are PROOF that you are effective.
- Avoid language such as "duties included" or "responsibilities were"; the employer wants to hear how and what **YOU** did
- Ask yourself, "What is the employer looking for in an ideal candidate?" and "How can I demonstrate that?"



| Ineffective Action Statement   | Effective Action Statement  |
|--|---|
| <ul style="list-style-type: none"> <li>Responsible for filling outside orders</li> </ul> | <ul style="list-style-type: none"> <li>Processed corporate customer's orders in excess of twenty thousand dollars while ensuring high customer satisfaction levels were maintained</li> </ul>   |
| <ul style="list-style-type: none"> <li>Started a new program.</li> </ul>                 | <ul style="list-style-type: none"> <li>Created and implemented a new youth mentoring program by assessing the needs of youth in the community through one-on-one interviews and focus groups which resulted in 80% participation of local high school students</li> </ul> |

### Examples:

- Provided excellent customer service: assessed client's needs, suggested products and always followed up.
- Performed study on agency effectiveness by interviewing staff and reviewing case court documents; recommended changes to manager were implemented.
- Collaborated with 12 peers to create and implement a recycling program: resulted in a reduction of paper consumption by 50%
- Resolved 25 client calls per day by responding to inquiries on various financial accounts resulting in improved client relations and decreased client complaints
- Researched and determined status of un-cashed checks and created a system to help track future unclaimed obligations which resulted in the initial savings of \$184,000 and \$20,000 annually
- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Developed an application to replicate tables between databases providing the client with more power in function and flexibility throughout platforms using C and ESQL on a UNIX platform

| ACTION VERBS            |                      |                 |                  |
|-------------------------|----------------------|-----------------|------------------|
| Management skills       | Communication Skills | Research Skills | Technical Skills |
| Administered            | Addressed            | Analyzed        | Adapted          |
| Analyzed                | Arbitrated           | Clarified       | Applied          |
| Assigned                | Arranged             | Collected       | Assembled        |
| Attained                | Authored             | Compared        | Built            |
| Chaired                 | Collaborated         | Conducted       | Calculated       |
| Coordinated             | Corresponded         | Critiqued       | Computed         |
| Delegated               | Developed            | Detected        | Constructed      |
| Developed               | Directed             | Determined      | Converted        |
| Directed                | Drafted              | Diagnosed       | Debugged         |
| Evaluated               | Edited               | valuated        | Designed         |
| Improved                | Enlisted             | Examined        | Determined       |
| Increased               | Formulated           | Experimented    | Developed        |
| Initiated               | Influenced           | Explored        | Engineered       |
| Integrated              | Interpreted          | Extracted       | Fabricated       |
| Organized               | Lectured             | Formulated      | Fortified        |
| Oversaw                 | Mediated             | Gathered        | Installed        |
| Planned                 | Moderated            | Inspected       | Maintained       |
| Prioritized             | Negotiated           | Interviewed     | Operated         |
| Produced                | Persuaded            | Invented        | Overhauled       |
| Recommended             | Promoted             | Investigated    | Printed          |
| Reviewed                | Publicized           | Located         | Programmed       |
| Scheduled               | Reconciled           | Measured        | Rectified        |
| Supervised              | Recruited            | Organized       | Regulated        |
| Teaching/Helping Skills | Financial Skills     | Creative Skills | Clerical Skills  |
| Adapted                 | Administered         | Acted           | Approved         |
| Advised                 | Adjusted             | Conceptualized  | Arranged         |
| Assessed                | Allocated            | Created         | Catalogued       |
| Clarified               | Analyzed             | Customized      | Classified       |
| Coached                 | Appraised            | Designed        | Collected        |
| Communicated            | Assessed             | Developed       | Compiled         |
| Coordinated             | Audited              | Directed        | Dispatched       |
| Counseled               | Balanced             | Established     | Generated        |
| Demonstrated            | Budgeted             | Fashioned       | Implemented      |
| Educated                | Calculated           | Founded         | Inspected        |
| Enabled                 | Computed             | Illustrated     | Monitored        |
| Encouraged              | Conserved            | Initiated       | Operated         |
| Evaluated               | Corrected            | Integrated      | Organized        |
| Explained               | Determined           | Introduced      | Prepared         |
| Facilitated             | Developed            | Invented        | Processed        |
| Guided                  | Estimated            | Performed       | Purchased        |
| Informed                | Forecasted           | Planned         | Recorded         |
| Instructed              | Managed              | Shaped          | Retrieved        |
| Trained                 |                      |                 | Screened         |

