**Kelly R. Jones**

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New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

 Biological research position. Open to relocation.

**Summary**

* Biological research experience with Argonne National Laboratory
* Magna Cum Laude graduate with BS in Biology
* Proficient with MS Office, Windows, and the Internet

**Education**

 **Bachelor of Science in Biology, May 2023**

 **Illinois State University, Normal, Illinois**

 Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Advanced Cellular Biology Advanced Molecular Biology

 Biological Mutations Cellular Proteins

 Human Genetics Bioenergetics

 Biomedical Engineering Advanced Microbiology

**Experience**

 **Biological Research Assistant, June 2022-August 2022**

 **Argonne National Laboratory, Argonne, Illinois**

* Provided research support in cellular and molecular studies which were designed to determine the health effects of energy production on humans
* Initiated the use of the Internet for gathering best-of-breed practices from other research labs
* Installed Internet Explorer for all Researchers and conducted a half-day class on using the Internet for biological research
* Assisted in organizing and launching a biological research listserv of users on the Internet

 **Biology Department Assistant, August 2021-Present**

 **Illinois State University, Normal, Illinois**

* Assisted professors in the development of course schedules and acted as liaison with Registrar’s Office for course scheduling
* Primary developer of department Web site

**Activities**

* President, Biology Club, 2022-2023
* Member, Biology Club, 2020-2023
* Co-Chair, Chess Club Tournament, 2022 and 2023

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