

EMILY SOMEONE

444 Street Name, City Name, VA 22601

(444) 444 - 4444 emailaddress@su.edu

OBJECTIVE

To gain acceptance into the Physical Therapy program at Shenandoah University

EDUCATION

Bachelor of Science in Biology

Minor in Spanish

Shenandoah University, Winchester, VA

Anticipated Graduation: May 2016

Cumulative GPA: 3.48

INTERNSHIP EXPERIENCE

Physical Therapy Intern

January 2013

Heartland Rehabilitation Services, Dublin, VA

- Shadowed a physical therapist for 40 hours
- Greeted clients and took blood pressure readings and heart rates
- Prepared ice and heat packs

Physical Therapy Intern

February 2012 – April 2012

University Physical Therapy, Pearisburg, VA

- Shadowed a physical therapy assistant for 40 hours
- Assisted with cleaning and maintaining the equipment

WORK EXPERIENCE

Administrative Assistant

December 2013 – Present

Genavision Promotional Products, Pearisburg, VA

- Reconcile receipts with credit card statements to ensure a balanced budget
- Organize office supplies and maintained a clean workspace
- Assist in creating artwork for logos

Lab Assistant

August 2014 – Present

Biology Department at Shenandoah University, Winchester, VA

- Assist students during labs
- Set-up lab equipment including microscopes and prepare solutions
- Clean-up labs and equipment after use

Child Care Assistant

August 2013 – April 2014

Shenandoah University Child Care Center, Winchester, VA

- Assisted the teachers in the classroom with lessons and room management
- Prepared and set snacks
- Cleaned up the center at the end of the day including disinfecting toys, sweeping, and emptying trash

VOLUNTEER EXPERIENCE

Leader, Young Life of Winchester

August 2013 – Present

SKILLS

Microsoft Office (Word, Excel, PowerPoint)