**Marina Law**

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| |  |  |  | | --- | --- | --- | | (516) xxx-xxxx |  | Street Address | | Cell Phone |  | City, State Zip |   I have the following skills to offer your company for an entry level position in the Environmental Law field.  **COLLEGE AND CAREER READY**   |  |  | | --- | --- | | **Academic Achievements** | * Anticipate successful completion of 576 hours in the Marine Biology Research Program at the New York Harbor School, NY, NY 10004,and earningan advanced regents diploma by June 2015 * Working towards 8 SUNY Research College Credits, NOCTI Natural Resources Systems & New York City Science and Engineering Fair Certifications | | **Industry**  **Knowledge** | |  |  | | --- | --- | | * Project/Research Management * Science Lab Protocols * Field Sampling Protocols | * Instrumentation Techniques * Data Acquisition & Management * Information Technology & Statistics | | | **Real-World Applications**    **Certified**  **Career**  **and**  **Work Force**  **Ready** | **Skills Mastered:**   * Independent Research in Marine Ecology * Leadership of 20 Citizen Science Volunteers for an EPA Funded Project * Time Management with Chronograms * Technical Reading of Peer Reviewed Journal Articles * Active Note-Taking (*i.e.* Cornell Style) * Technical Writing of Scientific Research Papers * Professional Presentation at Regional-Wide Audiences * Use and Maintenance of Professional-Grade Water & Biological Sampling Instrumentation * Field Sampling Techniques of Marine Biodiversity * Data Management Techniques (*i.e.* Precision, Bias, Representativeness, *etc*.) * Data Processing Techniques (*i.e.* Graphing) * Communication and Networking with Professional Scientists and Mentors * Ecological Experimentation Techniques (*i.e.* replication, randomization, *etc.*) * Use of Standards for Instrumentation Calibration * Career and Financial Management (*i.e.* Transitional and Transferrable Job skills, Money Management, *etc.*)   **Tools:**   * Microsoft Office * IDEXX Enterolert & Winkler Method * Beta Bottles * Quadrat Sampling * Micropipettes * Microscopes/Stereoscopes * YSI Handheld Water Quality Instruments * YSI Photometer | | **Workplace Experience** | * Marine Research Intern, Roger Williams University, Bristol, Rhode Island, 02809. June 30 – July 30, 2014. Duties included: Ecological Sampling & Data Analysis. * Project Mentor, NY Harbor Foundation, NY, NY, 10004. December 2012 – on. Duties include: Mentoring all volunteers & following water quality sampling protocols. | | **Interests**  **Achievements** | * 1st Place in School Symposium for project “Effects of Different Concrete Mixtures on the Recruitment of Marine Sessile Organisms” in collaboration with Israeli marine scientists. * Top 5 of class * 4 College Credits through SUNY Albany in Intermediate Research Methods | |

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**Marina Bios**

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| (607) 000-0000 1087 Church Street |
| [tsavvy@gmail.com](mailto:tsavvy@gmail.com) Elmira, NY 14905  **WHAT I HAVE TO OFFER YOUR COMPANY** for the position of IT & Computer Networking Assistant   * + Knowledge of PC Hardware, Software & Communications Equipment   + Competence in Network Installation & Maintenance   + Excellent Communication & Interpersonal Skills   **EDUCATION:** Anticipated graduation date - June 2010, Elmira Free Academy, Elmira, NY & GST BOCES, CTE Program, Elmira NY.  **CAREER PLANS:** Attend Corning Community College to study Computer Network Technology, then transfer to a SUNY college.  **21st CENTURY WORKPLACE COMPETENCIES**   |  |  | | --- | --- | | **Academic Achievements** | * Successful completion of five New York State Regents Exams in English, Global Studies, American History, Math and Science. * Successful completion of five units of credit in a Career and Technical Education Regents Diploma including the mastery of the Microsoft Office Skills assessment. | | **Career & Technical Education Courses** | |  |  |  | | --- | --- | --- | | * Software Installation | * Web Design | * Business Ownership | | * Network Infrastructure | * Basic Programming | * Accounting | | * Network Setup/Planning | * PC Hardware & Communications Equip. | * Business Communications | | | **Critical Thinking Skills** | Collaborated with classmates, instructors and representatives of the Corning Credit Union to develop a floor plan for layout and design of the student-run Credit Union. Communicated floor plan to the Building Construction class and oversaw construction. | | **Creativity and Innovation** | Designed the logo for the GST BOCES student run Credit Union. Helped create all promotional materials for the credit union grand opening such as flyers, brochures and posters. | | **Leadership** | * Member of National Technical Honor Society * Participated in the Youth Leadership Institute, Summer 2009 * Member of Skills USA * Junior and Senior Student Council Secretary * Co-Captain of Varsity Softball Team | | **Communications:**  **Writing**  **Listening**  **Speaking** | * Achieved first place in Interviewing Competition at Skills USA Student Conference * Wrote and presented a proposal for Senior special privileges to High School administrators. * After hearing presentation by Corning Credit Union representatives on criteria needed for student-run branch of credit union, collaborated with team on coming up with a plan to meet the criteria. | | **Global Awareness** | Completed research project on the use of computer technology in the classrooms of underdeveloped countries | | **Organizational** | Participated in and helped organize Mad City Money, a workplace simulation for students on financial literacy. Served as student representative on planning committee with teachers and business representatives, recruited students to participate, planned logistics and coordinated activities the day of the event. | | **Team Work** | Worked with student representatives from the Digital Media Arts class and the New Visions Communications class to develop a marketing plan for the GST BOCES student-run branch of Corning Credit Union. | | **Computer Literacy** | Proficient in Microsoft Office Applications (Word, Excel, Access, Publisher, PowerPoint), CISCO Nationally Certified Networking and Computer Repair Program, Linux, C++, Java, Quickbooks.   * As Elmira Free Academy senior class Secretary, utilize communications software to compose meeting minutes and create and send e-mail communications to all members of Student Council. * Created a multi-media presentation and presented it to Computer Networking class on current internship experience at Corning Inc. * In internship at Corning Inc, using network communication software for network maintenance; perform software installation, configuration and debugging; working with network infrastructure, wireless and cabling types | | **Research Skills and Use of Technology** | * Created Wiki for Student Council, which is used as a communication tool for all members * Developed class web page and class blog for Computer Network Engineering class * Created and maintain an e-portfolio on Google, containing projects, work experiences and achievements | | **Workplace & Volunteer Experiences** | * **IT Intern**, Corning Incorporated, PC Repair Department, Corning NY. September 2009 – present. * **Cashier**, Wegmans, Elmira NY. Duties include operating cash register, counting money, stocking shelves and customer service. 2008 – present. * **Field Visit** – Synthes, Horseheads, NY – visited company that makes medical implants to learn about how they operate their LAN/WAN. Heard presentations from IT professionals. May 2009. * **Shelter Volunteer,** Chemung County Humane Society & SPCA, Elmira, NY – Duties included feeding/watering animals, cleaning cages, walking & socializing dogs, spay/neuter clinic, clerical work. 2007- present. * **Volunteer,** Susan G. Komen Race for the Cure– Organized a team and participated in annual benefit race. Raised $750 through pledges and donations. June 2009. | |