

**Chronological Resume**

**NAME** (Bold and Centered)

Present Address:  
CPO 0000  
Berea, Kentucky 40404  
(859) 985-0000  
E-mail Address

Permanent Address:  
1212 Centerline Road  
Richmond, Kentucky 40475  
(635) 564-1000

EDUCATION:           Berea College, Berea, Kentucky           May 2002  
Bachelor of Art, Biology                 GPA: 3.3/ 4.0 scale

Related Courses:     Anatomy                                     Biochemistry  
                          Biology                                 Physics  
                          Chemistry                                 Quantitative Reasoning  
                          Genetics                                   Calculus

SKILLS:                Proficient in Microsoft Word, Excel, Power Point and Access  
Fluent in French

**WORK  
EXPERIENCE:**  
1998-99

**Biology Lab Instructor and Teaching Assistant**  
Freshman Biology, Berea College, Berea, Kentucky  
-Developed and graded all quizzes and homework assignments  
-Assisted and helped teach safe lab procedures  
-Trained and scheduled seven Biology teaching assistants

1997-98

**Janitor**  
Pearsons Residents Hall, Berea College, Berea, Kentucky  
-Maintained clean halls, floors and bathrooms for entire residence hall

1996-97

**Waitress**  
Denny's Restaurant, Richmond, Kentucky  
-Staffed cash register and greeted customers  
-Organized cash drawer and receipts daily  
-Won employee of the month award four times

1994-96

**Chemistry and Mathematics Tutor**  
Central High School, Richmond, Kentucky  
-Responsible for the tutoring of over fifty students  
-Coordinated after-school tutoring program  
-Supervised ten tutors

**ACTIVITIES/  
AWARDS:**

Volunteer Probation Officer  
Dean's List  
Women's Intercollegiate Basketball Team

REFERENCES:           Available upon request