



JANE TOPPIN

CONTACT



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youremail@email.com



City, State

EDUCATION

Bachelor of Science, Biology
University of Pennsylvania
Philadelphia, PA

COMPETENCIES

Scientific Methodologies
Molecular Biology
Technique
Gowning Technique
Solution Preparation
Aseptic Technique
Good Documentation
Practices
Batch Management
Cross Team Collaboration
Inspections & Audits

TECHNICAL SKILLS

Microsoft Office, Word,
Excel, PowerPoint, Canva

PROFESSIONAL SUMMARY

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. Using a summary statement isn't a must, but it can be a great way to set the hiring manager or recruiter's expectations. Include 4-5 lines of information that summarizes your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

WORK EXPERIENCE

JOB TITLE

COMPANY NAME

Year-Year

Write a brief description of your current/or most recent job here. Example: Manage a budget of \$950K and all operational activities for the Sales department including assigning work, expense management, client development, sales training, team performance management, and service delivery.

- List up to 10-15 years of relevant work experience on your resume.
- Include responsibilities and experiences that align with the key skills and job requirements listed by the employer.
- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization. Make sure they are relevant to the job.
- EXAMPLE: Created social media and marketing strategies for company brand that grew client base by 65%.
- Negotiated and saved an at-risk client and successfully signed a 5-year deal that generated \$2M.

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