



Graduate College Career Services Office

University of Illinois at Urbana-Champaign

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(217) 333-0035, CareerServices@grad.uiuc.edu, www.grad.uiuc.edu/careerservices

Sample CVs

RACHEL A. GREEN

1616 W. Main Street

Urbana, IL 61801

(217) 359-1234

ragreen@uiuc.edu

EDUCATION

PhD in English, University of Illinois at Urbana-Champaign, Urbana, IL, anticipated graduation date: May 2004

Dissertation title: "Down on the Farm: World War One and the Emergence of Literary Modernism in the American South"

Dissertation advisor: Jacob S. Snyder

MA in English, University of Illinois at Urbana-Champaign, Urbana, IL, 2001

BA in English and Communications, *summa cum laude*, Butler University, Indianapolis, IN 1997

TEACHING AND ADVISING EXPERIENCE

Composition Instructor, Research Writing Program, University of Illinois, 2000-present

- Full responsibility for seven sections of composition.
- Planned and taught a writing-intensive course based upon various topics.
- Used instructional technology to enhance pedagogical technique.
- Taught in an innovative, interdisciplinary team-teaching program.

Literature Instructor, Department of English, University of Illinois, 2003-present

- Full responsibility for two sections of literature, including Major American Authors and Introduction to Poetry
- Integrated multimedia approaches to teaching literature using film and instructional technology.

Coordinating Group Leader, Research Writing Program, University of Illinois, 2002-2003

- Planned and led required training session for composition instructors.

Discussion Leader, Carolina Summer Reading Program, University of Illinois, 2001

- Led group discussion for first-year students on academic topics.

Teaching Assistant, Department of English, University of Illinois, 2000-2002

- Taught a section of film criticism, including film history, theory and technical vocabulary
- Planned lessons and assignments, led discussion sections, graded papers and exams.

Writing Center Fellow, Butler University, 1996-1997

- Led conferences for students facing writing difficulties.
- Counseled students on writing strategies and techniques.

Co-leader, Freshman Seminar, Butler University, 1996

- Advised entering freshmen on course selection and registration.
- Organized and led group discussions on social and academic issues.

HONORS, AWARDS, FELLOWSHIPS, AND SCHOLARSHIPS

Jacob K. Javitz Fellowship, University of Illinois, 2003-present

Graduate College Dissertation Completion Award, University of Illinois, 2003-present

Doctoral Fellow, Illinois Program for Research in the Humanities, University of Illinois, 2002-2003

Summer Research Grant, Center for the Study of the American South, 2001

Graduate College Conference Travel Grant, University of Illinois, 2000

Teaching Assistant Award, University of Illinois, 1999

Most Outstanding Butler Woman, Butler University, 1997

Academic and Music Scholarships, Butler University, 1993-1997

PUBLICATIONS

Associate Editor of *North Carolina Slave Narratives*. John Jacob Franz, general editor. Forthcoming from University of Illinois Press, 2004.

“Fugitives/Agrarians” in *A Companion to Twentieth-Century American Poetry*. Forthcoming from Facts on File, Inc.

“Will N. Harben,” “Etheridge Knight,” and “James Wilcox” in *Southern Writers: A Biographical Dictionary*. Louisiana State University Press, 2002.

CONFERENCE PRESENTATIONS

“The Ministry of Rev. Thomas H. Jones,” South Atlantic Modern Language Association. Atlanta, GA, 2003.

“Shackles and Stripes: The Cinematic Representation of the Southern Chain Gain.” American Literature Association. Cambridge, Massachusetts, 2003.

PROFESSIONAL SERVICE

Managing Editor, Southern Literary Journal, 2003-present

- Process manuscripts submitted for publication.
- Oversee production and publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions, and advertising.

Editorial Assistant, Southern Literary Journal, 2000-2003

- Designed and maintained journal's internet presence.
- Read and edited copy for publication.

Poetry Staff, University Quarterly, 1999-present

- Review and solicit poems for possible publication.

UNIVERSITY SERVICE

Graduate Funding Consultant, University of Illinois, 2001-present

- Advise graduate students on external funding sources and fellowship applications.

Graduate Mentor, University of Illinois, 2002-present

- Counsel minority undergraduates on graduate programs, application procedures, and funding.

Career Advisory Committee, Graduate College, University of Illinois, 2001-2002

- Served on university committee to evaluate and propose career services for graduate students
- Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean.

University Library Advisory Committee, University of Illinois, 2000-2001

- Advised University Librarian on needed services and improvements.

Admission and Financial Aid Advisor, Butler University, 1997-1999

- Advised prospective undergraduate students on enrollment opportunities.
- Reviewed applications and recommended appropriate admission decisions.
- Coordinated scholar recruitment and selection process.

PROFESSIONAL MEMBERSHIPS

Modern Language Association

American Literature Association

American Studies Association

South Atlantic Modern Language Association

Society for the Study of Southern Literature
Robert Penn Warren Circle
Southern Research Circle

REFERENCES

John Jay, Assoc. Professor of English
University of Illinois at Urbana-Champaign
(217) 333-1112, jjay@uiuc.edu

Robert Warren, Professor of English
University of Illinois at Urbana-Champaign
(217) 333-0203, wwarren@uiuc.edu

Jacob S. Snyder, Professor of English
University of Illinois at Urbana-Champaign
(217) 333-4700, jssnyd@uiuc.edu

Sally Briscoe, Assoc. Professor of English
Butler University
(317) 492-8763, briscoe@butler.edu

JONATHAN JONES

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Urbana, IL 61801
(217) 359-1234
jrjones@uiuc.edu

EDUCATION

PhD in Biochemistry, University of Illinois at Urbana-Champaign, Urbana, IL, 2003
Dissertation title: "Regulation of m2 muscarinic acetylcholine receptor desensitization of phosphorylation"
Dissertation adviser: Jacob S. Snyder

BA in Biology, *summa cum laude*, Butler University, Indianapolis, IN, 1997

RESEARCH EXPERIENCE

Postdoctoral Fellow, Department of Biochemistry and Molecular Biology, University of Chicago, Chicago, IL, 2003-present
Functional analysis of the proteasome, the central protease of cell cycle and growth control. John Wheeling, adviser.

Doctoral student, Department of Biochemistry, University of Illinois at Urbana-Champaign, 1997-2003
Regulation of m2 muscarinic acetylcholine receptor desensitization of phosphorylation.

Department of Microbiology and Immunology, Northwestern University Medical School, Chicago, IL, 1997
Identification of angiogenic factors and Rb-induced antiangiogenic factors in retinoblastoma cells.

NOBL Laboratories, Sioux Center, IA, 1997
Development of an ELISA assay for measurement of maternal anti-*Hemophilus* antibody in newborn swine.

TEACHING EXPERIENCE

Adjunct instructor, Trinity Christian College, Palos Heights, IL, 2002-2003

- Taught Introductory Biology with laboratory (cell biology, genetics, evolution), and Genetics with laboratory
- Developed courses, planned lessons and assignments, and led class discussions
- Integrated multimedia approaches and used instructional technology to enhance pedagogical technique

Teaching Assistant, Molecular Biology I, University of Illinois, 2000-2002

- Attended lectures
- Conducted twice-weekly review and discussion sessions

- Wrote test questions and graded papers

INFORMAL TEACHING ACTIVITIES

Private tutor, University of Illinois laboratory high school, 2001-2003

- Freshman biology (working with a student with a learning disability)
- AP chemistry (private lessons in college-level history)

Substitute lecturer, National Louis University, Chicago, IL, 2000

- Supervised first-year graduate student in 12-week research project, 2000

Private tutor, Graduate Molecular Biology I, University of Illinois, 1998-1999

Guest lecturer, Butler University, Indianapolis, IN, Biochemistry class, 1998

Lab assistant in microbiology, Butler University, Indianapolis, IN, 1996-1997

- Prepared lab reagents
- Answered questions during lab sessions
- Graded papers and quizzes

UNIVERSITY SERVICE

Graduate Mentor, University of Illinois, 2002-2003

- Counsel minority undergraduates on graduate programs, application procedures, and funding.

Career Advisory Committee, Graduate College, University of Illinois, 2001-2002

- Served on university committee to evaluate and propose career services for graduate students
- Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean.

University Library Advisory Committee, University of Illinois, 2000-2001

- Advised University Librarian on needed services and improvements.

Admission and Financial Aid Advisor, Butler University, 1996-1997

- Advised prospective undergraduate students on enrollment opportunities.
- Reviewed applications and recommended appropriate admission decisions.
- Coordinated scholar recruitment and selection process.

SELECTED HONORS, AWARDS, AND FELLOWSHIPS

Predocctoral Fellowship, American Cancer Society, 2001-2002

Predocctoral Fellowship, Howard Hughes Medical Institute, 1997-2001

Student Travel Fellowships, International Symposia on Subtypes of Muscarinic Receptors, 1998, 1999

Best Student Poster Award, Chicago Signal Transduction Symposium, 1998

Best Student Poster Award, Great Lakes Chapter of the American Society for Pharmacology and Experimental Therapeutics, 1997

Finalist, University of Illinois Sigma Xi research presentation competition, 1997

Faculty Honors, Butler University, 1997 (awarded to two graduates each year)

REFEREED PUBLICATIONS

1. J. Jones, J. Williams, J. Choi. "Two Homologous Phosphorylation Domains Differentially Contribute to Desensitization and Internalization of the m2 Muscarinic Acetylcholine Receptor." *Journal of Biological Chemistry* **272**: 14152-14158, 2002.
2. D. Bridges, J. Jones. "Desensitization and Internalization of the m2 Muscarinic Acetylcholine Receptor are Directed by Independent Mechanisms." *Journal of Biological Chemistry* **270**: 290004-2901, 1999.

INVITED REVIEWS

1. D. Bridges, J. Jones. Molecular events associated with the regulation of signaling by M2 muscarinic receptors. *Life Sciences* **70**: 363-8, 2002.
2. J. Witherspoon, J. Jones. Desensitization of G-protein coupled receptors in the cardiovascular system. *Annual Review of Physiology*, **61**: 169-92, 2000.

CONFERENCE PRESENTATIONS

1. D. Bridges, J. Jones. (2002) Molecular events associated with the regulation of signaling by M2 muscarinic receptors. Seventh International Symposium on Subtypes of Muscarinic Receptors, Vienna, VA.
2. D. Friar, J. Jones. (2001) Agonist-dependent phosphorylation of the m2 muscarinic acetylcholine receptor: Two phosphorylation domains possess distinct regulatory roles. ASBMB Fall Symposium, Molecular Recognition in G Protein Signaling. Keystone, CO.

PROFESSIONAL MEMBERSHIPS

American Association for the Advancement of Science
Sigma Xi Scientific Research Society

REFERENCES

John Jay, Assoc. Professor of Biochemistry
University of Illinois at Urbana-Champaign
(217) 333-1112, jjay@uiuc.edu

Robert Warren, Professor of Biochemistry

University of Illinois at Urbana-Champaign
(217) 333-0203, wwwarren@uiuc.edu

Jacob S. Snyder, Professor of Integrative Biology
University of Illinois at Urbana-Champaign
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Sally Briscoe, Assoc. Professor of Biology
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Sara Miller

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Lab phone: 217-555-5555 Home phone: 217-555-5555 Fax: 217-555-5555

EDUCATION

PhD, University of Illinois, expected December 2000

Department of Physics

MS, University of Southern California, June 1993

Department of Electrical Engineering/Electrophysics

BS, University of Illinois, Urbana-Champaign, May 1991

Department of Electrical Engineering

RESEARCH EXPERIENCE

Research Assistant, Department of Physics, University of Illinois, 1996-Present
Conducted experiments using image processing of digital video, total internal reflection microscopy, and optical tweezers to probe interactions in colloidal systems. Developed computer model to investigate the effects of rotational hindrance on the static and dynamic behavior of single-stranded polymers and DNA.

Researcher, Technology Transactions, Champaign, IL, 2000-Present
Researched models for technology forecasting, including new predator-prey models for predicting adoption of new technologies.

Project Specialist, North American Container Company, Chicago, IL, 1998-Present
Worked on production issues involving heat transfer in polymers and adhesion and wetting on polymer surfaces.

Intern, Parabola Development Corporation, Chicago, IL, 1998-1999
Researched the existing technology and current patent status of a particular biotechnology market.

Research Assistant, Department of Physics, University of Illinois, 1993-1995
Assisted in construction of instruments for launch on the Cassini and ARGAS spacecraft for analysis of orbital and interplanetary debris. Re-analyzed data from mission to Halley's comet. Assisted in design of instrument for measuring solar neutrons in upcoming NASA mission.

Research Assistant, Department of Electrical Engineering/Electrophysics, University of Southern California, 1991-1993
Constructed gyrotron for experiments on high power microwave generation. Did modeling of mode interaction in a two-mode gyrotron oscillator.

TEACHING EXPERIENCE

Teaching Assistant, Department of Physics, University of Illinois
Led discussions in classes on introductory Material Sciences, 1997-1998
Led discussions in classes on introductory and intermediate Classical and Statistical Mechanics, 1995-1996

Teaching Assistant, Department of Electrical Engineering/Electrophysics

University of Southern California, 1991-1993
Led discussions in introductory and intermediate classes on Electromagnetism

AWARDS

Outstanding Departmental Teaching Assistant, Electrical Engineering Department,
University of Southern California, 1992
Runner-Up in University of Southern California University-wide Teaching Assistant of
the Year Award, 1992

PUBLICATIONS AND PATENTS

S.P. Miller, AT. White, "Conserved Linking in Single- and Double-Stranded Polymers,"
accepted for publication in the *Journal of Chemical Physics*.

Patent pending on new surface-coating technology for improved product outgassing from
plastic containers.

H.A Fanner, S.P. Miller, "Mode Interaction Through Amplitudes and Phases in a Two-
Mode Gyrotron Oscillator," *IEEE Transaction on Plasma Science* 20, 139 (1992).

PROFESSIONAL MEMBERSHIPS

Institute of Electrical and Electronics Engineers
American Physical Society
Sigma Xi

LANGUAGES

Proficient in Polish

REFERENCES

Wilbur Henneberger, Assoc. Prof. of Physics, University of Illinois at Urbana-
Champaign
(217) 333-1234, henneb@uiuc.edu

Gary Davidson, Professor of Physics, University of Illinois at Urbana-Champaign
(217) 333-4321, Davidson@uiuc.edu

Frank Cheney, Project Manager, North American Container Company, Elk Grove
Village, IL
(813) 321-4700, cheney@nacc.com

Action Verbs

Abstracted	Collated	Demonstrated	Extrapolated	Instituted	Originated	Retrieved
Achieved	Collected	Designed	Facilitated	Instructed	Overhauled	Reviewed
Acted	Communicated	Detailed	Figured	Integrated	Oversaw	Revitalized
Adapted	Compared	Determined	Financed	Interpreted	Participated	Scheduled
Addressed	Compiled	Developed	Followed	Interviewed	Performed	Served
Administered	Composed	Devised	Forecasted	Introduced	Persuaded	Set goals
Advised	Computed	Diagnosed	Formed	Invented	Pioneered	Shaped
Aided	Conceived	Directed	Formulated	Investigated	Planned	Simplified
Allocated	Conceptualized	Discovered	Founded	Issued	Prepared	Solved
Analyzed	Conducted	Documented	Gathered	Justified	Prioritized	Sparked
Approved	Consolidated	Doubled	Generated	Keynoted	Problem solved	Specified
Arbitrated	Constructed	Drafted	Guided	Lectured	Processed	Spoke
Arranged	Consulted	Drove	Handled	Led	Produced	Strengthened
Assembled	Contributed	Earned	Headed	Licensed	Programmed	Submitted
Assessed	Controlled	Educated	Helped	Maintained	Projected	Succeeded
Assigned	Converted	Edited	Identified	Managed	Promoted	Summarized
Assisted	Convinced	Effected	Illustrated	Marketed	Proved	Supervised
Attained	Cooperated	Enabled	Imagined	Mastered	Provided	Surveyed
Authored	Coordinated	Enforced	Implemented	Mediated	Publicized	Systemized
Balanced	Correlated	Engineered	Improved	Mentored	Recommended	Tabulated
Built	Counseled	Established	Improvised	Merged	Reconciled	Tailored
Budgeted	Created	Evaluated	Increased	Met	Recruited	Tested
				deadlines		
Calculated	Critiqued	Examined	Influenced	Moderated	Reduced	Tracked
Chaired	Customized	Executed	Informed	Monitored	Referred	Trained
Checked	Debated	Expanded	Initiated	Motivated	Reorganized	Upgraded
Clarified	Decided	Expedited	Innovated	Negotiated	Repaired	Validated
Classified	Defined	Experienced	Inspected	Observed	Reported	Wrote
Coached	Delegated	Experimented	Inspired	Operated	Represented	
Collaborated	Delivered	Explained	Installed	Organized	Researched	

Other Key Words

Administrative	Data gathering	Innovative	Motivational	Reporting
Analytical	Dealing with people	Interpersonal	Musical	Research
Arithmetic	Debating	Interpretation	Negotiation	Responsibility
Asking questions	Decision making	Interviewing	Observational	Sensitivity
Assessment	Delegation	Investigating	Office	Social
Attentive	Design	Involvement	Organizational	Statistical
Clerical	Detail oriented	Leadership	Perception	Supervisory
Communications	Diplomacy	Listening	Persuasive	Synthesizing
Computing	Editing	Logical	Planning	Tasking
Conceptual acuity	Evaluation	Managerial	Presenting	Teaching
Consulting	Fast thinking	Manual dexterity	Prioritizing	Theoretical
Conversational ability	Financial management	Mathematical	Problem solving	Time management
Coordinating	Fiscal analysis	Mechanical	Public relations	Training
Counseling	Forecasting	Meeting deadlines	Public speaking	Visual conception
Creativity	Foreign language	Money	Reading	Writing
Critical thinking	Implementing	Management	Reconciliation	

