

Biotechnology

On the following two pages is a sample of a Biotechnology résumé.

Please refer to <http://www.mohawkcollege.ca/student-engagement/student-graduate-employment/Resources.html> for resources and guidelines to create your résumé.

To determine your **Highlights of Qualifications** you can view the Program Learning Outcomes listed for your program, check out the job title on google.ca followed by NOC which stands for National Occupation Codes (example: Laboratory Assistant NOC, Quality Control NOC), or cross-reference a job posting.

Below are some suggestions for résumé headings:

Suggestions for Résumé Headings

Summary of Qualifications Career Achievements Personal Profile Skills Summary Career Related Skills Highlights of Qualifications Employment Related Skills Relevant Skills	Employment Experience Industry Related Experience Work Experience Employment Experience Relevant Experience Related Experience
Education and Training Education Specialized Training Educational History Training and Certifications Licenses Academic Training	Additional Experience Military Service Related Activities Additional Employment History Other Employment History
Specific Skills Computer Skills Technical Skills (Your Program Name) Skills	Field Placement Practicum Experience Internship Co-op
Awards/Achievements/Recognition Awards and Scholarships Scholarships Honours and Distinctions Related Accomplishments	Volunteer Experience Volunteer Work History Community Involvement Volunteer Activities

For résumé critiquing or assistance with your résumé, please book an appointment through CareerReady on MOCOmotion under the Resources tab or stop by Student Engagement and Employment in the David Braley Athletic and Recreation Centre – Room R203 or Room A113 at Stoney Creek Campus on Tuesday.

Lily Lab Assistant

500 Some St. N, City, ON L8R 2V6
999 999-9999, name@mohawkcollege.ca

LABORATORY TECHNICIAN

Highly capable college graduate with highly acquired skills of biotechnology operations. Expertise in the analysis of the samples using HPLC, GC, IR, UV, GC-MS techniques. Ability to perform and assist in experiments and prepare required reagent easily. Able to multitask, and work as a team player with excellent interpersonal skills. Commitment to adhere and perform all laboratory functions in accordance with SOPs and per safety guidelines of the organization. Willing to relocate.

QUALIFICATIONS

Microbiology and Biotechnology

- Microbiology functions such as gram staining, plate count, viable count , colony count, preparation of cultures and media, smear preparation.
- Isolated an identified staphylococcus, shigella, salmonella from the samples.
- Determination of bacterial growth by optical density.
- DNA extraction, PCR, plasmid DNA isolation, DNA profile analysis, identification of proteins using SDS-PAGE, gel electrophoresis.
- Assembling and set up of bioreactors for fermentation.

Analytical Chemistry and Laboratory Experience

- Sampling and analysis by using gas chromatography, HPLC, mass spectroscopy, AAS, UV-Vis spectrophotometer.
- Preparation of calibration standards, serial dilutions and produce highly accurate and precise quality results.
- All types of titrations, purification of final product by different drying techniques , calculation final product yield and analysis of results.
- Experience handling all laboratory instruments (centrifuge, micro pipette, autoclave, incubator, pH meter etc.)
- Familiar with GLP and GMP regulations, quality control and quality assurance systems.

Computer Skills

- Word , Excel , PowerPoint, and Minitab software.

EDUCATION

Biotechnology Technician Diploma

April, 2014

Mohawk College, Hamilton ON

- Achieved GPA of 80.0 %
- Program of study included: Biotechnology, Biomedical, Genetics, Pharmacology, Microbiology, Forensic Science, Quality Assurance Systems, Physiological Sciences, Organic Chemistry, Analytical Chemistry, Cell Biology, Physical Measurement and Biology.

Ontario Secondary School Diploma

2010

High School Name, Hamilton, ON

Biotechnology Sample

Lily Lab Assistant

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RELEVANT WORK EXPERIENCE

Pharmaceutical Production Trainee

October, 2011 – December, 2011

Pharmaceutical Company, Oakville ON

- Formulated tablets, capsules and syrups, and granulated and coated tablets.
- Operated tablet punching machine.
- Conducted quality control testing of finished tablets and capsules as per IP guidelines.
- Packaged and stored final product.
- Gained strong knowledge of pharmaceutical products.

CURRENT EMPLOYMENT

Gas Station Attendant

April, 2012 to Present

Esso Canada, Hamilton, ON

- Presented with the "mystery shopper" award by Imperial tobacco for excellent customer service.
- Experience working rotating day/night shifts.
- Accurately process cash, debit and credit transactions and balance at the end of the shift.