

Alice Andrews Jepson

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EDUCATION:

University of Mary Washington (UMW), Fredericksburg, VA
Bachelor of Science in Chemistry (ACS-Certified), May 20xx
Minor in Environmental Sustainability, Certificate in Geographic Information Science

EXPERIENCE:

Spotsylvania County Environmental Affairs Department, Spotsylvania, Virginia
Environmental Specialist Intern: Analysis and Monitoring Division, September 20xx – Present

- Input and analyze data concerning proposed economic development and make recommendations to prevent environmental problems.
- Model traffic patterns and maintain GIS database for county with population of 234,000 residents.
- Perform Area Source Modeling and prepare reports for community information.

Intern for the Field Services Division, June 20xx – August 20xx

- Performed data management related to environmental regulation and adherence from area businesses and industry and updated emissions inventory data.

Live! Labs, Arlington, Virginia

Research Assistant, Department of Technology and Research Development, May 20xx-August 20xx

- Developed existing protocols to aid in research on neurulation and apoptosis, and organized data.
- Purified DNA samples and analyzed sequence data.

Walgreens Drug Stores, Fredericksburg, Virginia

Service Assistant, January 20xx – August 20xx

- Promoted to lead position, third in command behind Store Manager and Assistant Manager.
- Managed three people each shift; trained seven new employees.
- Performed tasks related to daily operations including financial reporting and store opening/closing.

Sales Associate, June 20xx – January 20xx

- Provided friendly customer service to over 100 customers on a daily basis.
- Stocked and arranged merchandise according to corporate guidelines.
- Handled more than \$1,500 in daily cash transactions.

ACTIVITIES:

Student Government Association, UMW

Vice President, August 20xx – May 20xx

- Acted as student council president in president's absence.
- Served as coordinator for 5 committees and 8 sub-committees.
- Created agendas and bi-weekly hosted meetings for 50 member council.

Active Member, January 20xx – August 20xx

- Completed more than 200 individual hours of community service for organizations such as Habitat for Humanity, Blessings Food Bank, and The Children's Home of Fredericksburg.

Office of Housing and Residence Life, UMW

Resident Advisor- Marshall Hall, August 20xx – May 20xx

- Oversaw well-being and safety of 50 upperclassmen residents.
- Cooperated with eight resident advisers to organize 10 social functions per semester.

LABORATORY AND COMPUTER SKILLS:

Chemistry & Biological Applications

- Experience with cloning and DNA sequencing
- Western blotting; SDS-PAGE; microinjection; PCR and IEX; TLC and Gel Filtration Chromatographics, Proton NMR, mass spectrometry, infrared spectroscopy, gas chromatography

Software/Hardware Applications

- Proficient with Excel, Word, PowerPoint, I-Steps, Adobe Photoshop, Dreamweaver
- Working knowledge of GIS, ArcView, Breeze (ISCST3), PYTHON, C++