

Name

• City, State, zipcode • email@email • (123) 456-7890

Summary of Qualifications

Personable and professional Crisis Counselor with experience in the healthcare and non-profit industry. Experienced in empathetic, quality-focused and accurate service. Strong computer skills with 1+ year of experience in MS Office, specifically Word, Excel, and Outlook in a professional setting. Proficient in Data Entry and organizational abilities.

Education

University, City, State September 2018
Bachelor of Science: Genetics and Genomics

Experience

Company1, Remote Work November 2018 – Present
Crisis Counselor

- Successfully provide short-term counseling in a text-based platform to people facing immediate crises, and collaboratively develop safety plans with them
- Connect clients to free, or affordable resources for further help, if desired
- Operate crisis counseling sessions independently or as a team, depending on crisis severity
- Accurately support multiple individuals simultaneously

Department, School, City, State April 2018 – June 2018
Research Intern

- Performed molecular cloning, extracted and quantified replicated recombinant DNA
- Attended to, handled, phenotyped and documented research specimens (Arabidopsis)
- Performed inventory management

Rehabilitation Hospital, City, State April 2015 – September 2016
Laboratory Volunteer

- Handled, and processed specimens for testing, according to guidelines and regulations
- Evaluated specimen acceptability
- Prepared and forwarded accessioned specimens to designated departments in the laboratory
- Aliquoted samples into vials to be sent to outside laboratory testing, and stored in designated areas and temperatures
- Organized and filed lab orders, ensuring proper identification of specimens