

FUNCTIONAL RESUME: EXAMPLE A

Bill Nye	1250 Pensacola Drive, Pensacola FL (850) 222-2222 www.linkedin.com/nye www.nyesciencesite.com	
Education	Bachelor of Science, Chemistry University of West Florida - Pensacola, FL Relevant Coursework: Organic Chemistry, Biochemistry, Microbiology, Inorganic Chemistry, Instrumental Analysis Honors and Achievements: <ul style="list-style-type: none"> • President's list • Dean's List • Outstanding Chemistry Student 	May 2026 December 2022-May 2024 August 2024 May 2024
Skills and Abilities	Verbal and Written Communication <ul style="list-style-type: none"> • Presented research reports in biochemistry regarding the electron configuration in atoms to 40 students and faculty members. • Instructed sophomore-and-junior-level students as part of class participation in chemistry labs in order to maintain a safe environment. • Generated 20+ reports on chemical testing within 3 chemistry labs, which included supply inventories, ongoing work, and lab incidents. Organization <ul style="list-style-type: none"> • Prepared schedules and timesheets for tasks to be completed weekly over the course of 3 years. • Organized systemic routes for service delivery to ensure energy efficiency and product security. Management and Supervision <ul style="list-style-type: none"> • Supervised and trained over 10 individuals in proper safety and security procedures. • Interacted with faculty, staff, and students in order to maintain a good study environment within the Chemistry Department. • Initiated and led 5 workshops to train 17 chemistry tutors on effective tutoring strategies. 	
Training	Good Manufacturing Practice World Health Organization Fundamentals of Regulatory Chemistry Federal Drug Administration Chemical Laboratory Safety University of West Florida	May 2024 September 2023 February 2023
Certifications	Career Explorer Digital Badge University of West Florida Effective Communication Digital Badge University of West Florida Cross-Cultural Competency Digital Badge University of West Florida	July 2024 May 2024 May 2023
Employment	Ice Cream Attendant September 2023-May 2024 Twistee Freeze Ice Cream Shoppe - Pensacola, FL Rod & Steel Salesman January 2021-August 2022 Jerry's Bait and Tackle - Pensacola, FL Lawn Mower March 2020-October 2022 Self Employed - Pensacola, FL (seasonal)	