

CURRICULUM VITAE (CV) FORMAT AND SAMPLES

NOTE: NOT ALL CATEGORIES IN THIS DOCUMENT MAY BE RELEVANT TO YOUR CV

FIRST NAME LAST NAME

Home Address

Phone

Email

EDUCATION AND TRAINING

List all your college/university degrees starting with your latest degree and in reverse chronological order using the following format:

Degree Title, Field of Study

Institution, City, State (and Country if not U.S.), Date your degree was awarded

CERTIFICATIONS AND LICENSURES

Provide the following information for each certification and/or license:

Area of Specialty

Name of the board/entity issuing certification, Date of issue

Name of License

State and/or Foreign Country, Date of issue, and period covered by the document, if there is a time limit

POSTGRADUATE EDUCATION (RESIDENCIES, FELLOWSHIPS)

Start with your most recent position first. Provide the following information for each postgraduate education experience:

Area of Training

Institution, City, State (Country, if not the U.S.), Dates (From - To)

HONORS, AWARDS, AND SCHOLARSHIPS

List your honors, awards, and scholarships in reverse chronological order:

Name of the award, Individual/institution/company issuing the award, Date award was received

Tip: Separate multiple awards with a semi-colon

EMPLOYMENT/PROFESSIONAL EXPERIENCE

List all relevant employment in reverse chronological order:

Title/Faculty rank and track (e.g., clinical, research, etc., if applicable), Nature of employment (full or part-time, salaried, or volunteer)

Name of the organization, business, or educational institution

Department or unit within the organization, Dates (From - To)

Bulleted, action-oriented statements of your work, results, and accomplishments

TEACHING EXPERIENCE

List any higher education teaching experience in this format:

Title

Name of institution, Department, Dates (From – To)

Describe your work results and accomplishments including the specific numbers of students, residents, and fellows trained



Career Services

UNIVERSITY/INSTITUTIONAL COMMITTEES

List your memberships in any institutional committee(s) in reverse chronological order:
Name of committee, Office held, if applicable (e.g., chair, secretary, etc.), Dates (From - To)
Use semi-colons between entries.

MAJOR RESEARCH INTERESTS

List your specific research interests

CURRENT RESEARCH SUPPORT/TRAINING GRANTS

Include only those grants, which have been funded. For each, include:
Title of the grant
Funding agency, Period of support (From - To)
Name, department, and institution of principal investigator/director
Your role on the project (if not principal investigator/director)

PUBLICATIONS

List all your publications according to your discipline's preferred citation style. For ease of reading, categorize your publications with subcategories, i.e., peer-reviewed publications, non-peer-reviewed publications, books, and book chapters, invited reviews, and others. For each publication, provide the following information:
All authors, in the order that they appear in the journal
Title of the paper/article
Journal, Volume, First and last page number of the paper, Year of publication

PROFESSIONAL PRESENTATIONS

List the professional presentations you have conducted in reverse chronological order:
Title of the presentation
Co-presenter name(s)
Conference, meeting, or event, Date presented

EXHIBITIONS, READINGS, AND PERFORMANCES (FOR ARTISTS)

List your exhibitions, readings, or performances in reverse chronological order:
Title of the exhibition, reading, or performance
Your role; and co-presenter(s), performer(s), accompanist name(s), if applicable
A description of exhibitions, readings, and performances, if warranted
Venue, conference, meeting, or event, Date performed

PROFESSIONAL ORGANIZATIONS

In reverse chronological order, list your memberships and activities in relevant professional organizations:
Name of organization, Office held, if applicable (e.g., chair, secretary, etc.), Dates (From – To)

COMMUNITY INVOLVEMENT

List your community involvement also in reverse chronological order:
Name of organization, Office held, if applicable (e.g., chair, secretary, etc.), Dates (From - To)

REFERENCES

Provide the names and contact information of three to five individuals who can vouch for your skills, abilities, and experiences. List your references on a separate page.

CASSANDRA NEIMAN
Cassandra.Neiman@gmail.com
(419)-987-6543

Highly driven registered nurse with a passion to improve patient-centered care and health outcomes

EDUCATION

Family Nurse Practitioner Graduate Certificate, May 2022

University of Toledo, Ohio
GPA: 3.4

M.S, Nursing; Clinical Nurse Leader, May 2021

University of Toledo, Ohio
GPA: 3.9

MPH, Public Health Epidemiology, May 2021

University of Toledo, Ohio
GPA: 4.0

B.S., Biology, May 2016

Minor: Psychology
University of Dayton, Ohio
GPA: 3.35

CERTIFICATIONS

Registered Nurse, 2021

Advanced Cardiac Life Support, 2021

Certified Medical Scribe Specialist, 2018

Certified Nursing Assistant, 2016

HEALTHCARE EXPERIENCE

Registered Nurse, June 2021 – Current

Mercy St. Anne Hospital, Cardiovascular and Thoracic Units, Toledo, Ohio

- Assess and interact with patients while recording details and symptoms of their medical history and current health
- Prepare patients for exams and treatment
- Administer medications and treatments, then monitor patients for side effects and reactions
- Create, implement, and evaluate patient care plans with the medical team
- Assist in medical procedures including operating and monitoring medical equipment
- Draw blood and take urine samples and other body fluids for lab work
- Educate patients and family members on treatment and care plans, as well as answer their questions

Lead Medical Scribe, Educator, & Recruiter, September 2017 – August 2019

Medical Service Staffing, Toledo, Ohio

- Performed outpatient medical scribe duties for physicians and advanced care providers in internal medicine, cardiology, dermatology, neurology, oncology, and family practice clinics
- Interviewed applicants and educate new hires about medical evaluation, terminology, and documentation
- Input laboratory values, procedures, diagnostic imaging, medications, and referral orders into the patient's electronic medical record, as directed by the supervising provider

Medical Scribe, January 2017 – August 2017

iScribeMD, Toledo, Ohio

- Performed outpatient medical scribe duties for a physician assistant in dermatology

Patient Care Technician, August 2016 – September 2017

Progressive Care Unit, St. Anne Mercy Hospital, Toledo, Ohio

- Worked closely with nurses and staff to communicate patient needs; obtained patients' vital signs, intake/output, and blood glucose levels; emptied Jackson-Pratt (JP) drains and indwelling catheters; assisted patients with activities of daily living

VOLUNTEER COMMUNITY SERVICE

Advocates for Basic Legal Equality, Inc., Toledo, Ohio, January 2019 – September 2019

- Advocated visits to long-term care facilities, informing residents of their legal rights, and educating them about who to call should a problem arise
- Researched, collected, and analyzed data about the effects of nursing homes on mental health

ProMedica Flower Hospital, Sylvania, Ohio, June 2018 – August 2018

- Served as a liaison between patients and providers ensuring all patient needs were met
- Assigned pagers to family members in the surgical section, walked patients and families to the pre-and post-operation rooms, paged the families with updates, and coordinated meetings between the patient's family and the surgical team

University of Toledo Medical Center, Toledo, Ohio, Apr. 2018 – Aug. 2018

- Performed many office support functions including copying and filing papers, answering questions, and streamlining paperwork flows

LANGUAGE PROFICIENCIES

English – Native; **Arabic** – Advanced; **French** – Intermediate

BIC D. BHARGAVA

BDBhargava@gmail.com 708.222.4343 [Linkedin.com/in/bdbhargava](https://www.linkedin.com/in/bdbhargava)

Highly motivated Molecular Biologist seeking a scientist position in a biotech company. Deep repertoire of laboratory experience across multiple systems with expertise in molecular biology, cell biology, and biochemistry. Research interests include Cancer biology, RNA biology, and translational research.

EDUCATION

Doctor of Philosophy, Cellular and Molecular Biology, 2019

The University of Toledo, Ohio

Dissertation Title: The *miR-17~92* cluster contributes to MLL leukemia development through repression of the MEIS1 competitor PKNOX1

Advisor: Dr. Nick Selznick, Ph.D.

External funding: NIH T32AI007508-1 | A |

Bachelor of Science, Biology, 2008

Minor: Chemistry

Loyola University, Chicago, Illinois

Honors: Presidential Scholarship (2000-2004), Dean's List (2003-2004)

EXPERIENCE

Hematogenix Laboratory Services, Tinley Park, Illinois

March 2021 – Present

Scientist

- Support ongoing clinical trial studies and diagnostic functions in a CLIA-certified clinical lab.
- Perform quality control tests on new antibody lots, reagent batches, and instrument settings to ensure consistent results across flow cytometry platforms.

Johns Hopkins University, Baltimore, Maryland

September 2019 – August 2021

Postdoctoral Fellow

- Designed, implemented, and troubleshoot experiments pertinent to ongoing projects within the lab.
- Responsible for generating data pertinent to ongoing projects within the lab.

The University of Toledo, Department of Biology, Toledo, Ohio

August 2014 – September 2019

Graduate Research Assistant

- Formulated the central hypothesis and project aims about miRNA function within MLL leukemias (Project information described below).
- Designed, implemented, and troubleshoot experiments.
- Responsible for all technical writing and presentations about the project, including posters, presentations, manuscripts, and figure preparation.

University of Nebraska Medical Center, Band Lab, Lincoln, Nebraska

November 2009 – July 2014

Research Technologist

- Continued research responsibilities from Evanston Northwestern Healthcare on the hAda3 project.
- Assisted in the relocation of the lab to the UNMC to quickly and seamlessly resume operations and experimental productivity.

Evanston Northwestern Healthcare, Surrey Lab, Evanston, Illinois

September 2008 – October 2009

Research Assistant

- Implemented experiments under the supervision of post-doctoral fellows and principal investigators in support of hypotheses being tested by the lab in both the hAda3 project and Notch projects (Project information described below).
- Presented research updates in laboratory meetings, contributed to experimental planning and provided feedback and questions for colleagues.
- Oversaw organization for the *C. elegans* subgroup within the lab.
- Managed the maintenance and replication of the *C. elegans* siRNA library for use in future experiments and screens.

AREAS OF RESEARCH EXPERIENCE

Isolation and quantification of nucleic acids

- Isolate and purify RNA and miRNA using TRI- and kit-based protocols without degradation of the RNA sample.
- Quantify RNA through real-time qPCR via Taqman-based systems.
- Perform southern blots to screen ES cells for homologous recombination.
- Standardize purification and amplification conditions for genotyping single cells.

Isolation and quantification of proteins

- Assess protein levels by Western blotting in samples isolated from transgenic mice and *in vitro* experiments.
- Perform co-immunoprecipitation experiments to determine the complex composition of PBX-containing complexes.

Cloning

- Perform all steps required to design and build constructs from scratch, including restriction digests, PCR amplification, ligation, reverse transcription, and single/multi-site-directed mutagenesis.
- Design and generate plasmid constructs including luciferase reporter constructs, and *C. elegans* expression constructs.
- Contribute to the cloning and design of constructs required for generations of conditional knockout mice (*Ada2b* and *GCN5*).
- Proficient in transformation and screening of colonies via colony PCR, restriction mapping, and sequencing.

Basic microbiology techniques

- Prepare reagents and growth of bacteria as required for cloning experiments.
- Perform transformation via electroporation, and heat shock protocols.
- Prepare chemical competent cells via MnCl₂ protocol (Scott lab protocol).

- Isolate and purify DNA plasmid from bacterial cultures via alkaline lysis protocols and kit-based mini-, midi- and maxi-prep protocols.

Cell culture

- Culture cells in both adhesion and suspension cultures (including human leukemia cell lines, mammary epithelial cell lines, and MEFs).
- Isolate murine bone marrow and purified for CD117+ stem/progenitor cells for use in leukemic transformation experiments.
- Generate MEF cell lines from mouse embryos using 3T3 protocol, for *Ada3* (*wt*), *Ada3*(+/-), *Ada3*(-/-).
- Proficiently utilize CaPO4 transfection, Lipofectamine® treatment, retroviral infections, and other in vitro genetic manipulation methods.
- Standardize experimental culture conditions for human methylcellulose colony assays.
- Develop and optimize a treatment protocol for antagomirs in human cell lines to be utilized in both liquid culture and methylcellulose colony assays.

Murine experiments

- Manage the breeding and maintenance of several mouse colonies across multiple conditional knockout projects to efficiently generate desired genotypes and screen for phenotypes relevant to study.
- Perform genotyping, tail-clipping, dissection to isolate specific organs and tissue for examination, embryo isolation/dissection.

Fluorescence-Activated Cell Sorting (FACS) experiments

- Study cell cycle via Propidium Iodide staining.
- Examine antagomir uptake through treatment with fluorescently labeled antagomirs.
- Assess success of viral transduction by GFP.
- Inspect cell surface markers using fluorophore-conjugated antibodies.

C. elegans techniques

- Maintain ongoing cultures, performed RNAi experiments, generated reagents.
- Generate transgenic lines of animals by microinjection according to previously established protocols.

PUBLICATIONS

The miR-17-92 cluster contributes to MLL leukemia development through repression of the MEIS1 competitor PKNOX1. Bhargava BD, Seleznik, NJ. Res. 2017 Apr 16; 46:5160. DOI: 10.1016/j.leukres.2016.04.006. Epub 2017 Aug 27.

Mammalian alteration/deficiency in activation 3 (Ada3) is essential for embryonic development and cell cycle progression. Mohibi S, Gurusurthy CB, Nag A, Wang J, Mirza S, Bhargava BD, Quinn M, Katafiasz B, Eudy J, Pandey S, Guda C, Naramura M, Band H, Band V. J Biol Chem. 2012 Aug 24; 287(35):29442-56. DOI: 10.1074/jbc.M112.378901. Epub 2012 Jun 26.

MicroRNAs in leukemias: emerging diagnostic tools and therapeutic targets. Bhargava BD, Seleznik NJ. Curr Drug Targets. 2010 Jul; 11(7):801-11. Review.

Upregulation of the let-7 microRNA with precocious development in lin-12/Notch hypermorphic Caenorhabditis elegans mutants. Solomon A, Bhargava BD, Ortega-Cava C, Liu VW, Gurusurthy CB,

Naramura M, Band V, Band H. Dev Biol. 2008 Apr 15; 316(2):191-9. DOI: 10.1016/j.ydbio.2007.12.046. 2008 Jan 1.

PROFESSIONAL ASSOCIATIONS

American Society for Biochemistry and Molecular Biology, since 2015

American Institute of Biological Sciences, 2009

COMMUNITY WORK

Tinley Park United Church, Stewardship Campaign Chair, 2021 to current

Greater Chicago Science in the Classrooms, Guest speaker, 2022