

# Gretchen Higgins

## Summer Intern

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Inquisitive and dedicated high school graduate experienced working in fast-paced, team-oriented environments requiring solutions to complex problems. Eager to use my diverse skills in a stimulating environment like Design Labs Seattle as a summer intern.

✉ Gretchen@email.com

☎ (123) 456-7890

📍 Seattle, WA

in [LinkedIn.com](#)

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## Work Experience

### UW Neurobiology Lab

Research Assistant

2022 - current | Seattle, WA

- Collaborated with 7 undergraduate students in a wet-lab setting, studying neural pathways and responses to neurotoxins in male rats
- Participated in a toxicology literature review, gathering 150+ sources
- Assembled assays, and used 8 types of lab equipment for experiments
- Handled rats, ensuring humane treatment and desensitizing rats to human contact, receiving commendation from 3+ post-doctorates
- Contributed to grant writing, *helping the lab secure \$2M+* for studying the links between environmental hazards and neurologic disorders

### The Innfield Diner

Server

2021 - 2022 | Seattle, WA

- Recognized as Employee of the Quarter in 2019 by jumping into the work and adapting to demands
  - Recommended appetizers, wine, add-ons, and desserts to provide a balanced, enjoyable experience for diners
  - Collaborated with management and kitchen staff to reduce idle time
  - *Surpassed sales targets by 8%* by up-selling appetizers and drinks based on the tastes and interests of diners
  - Suggested restructuring the menu to promote food items with the highest margin, resulting in a 7% sales increase
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## Skills

- Teamwork
  - Punctual
  - Problem Solving
  - Hardworking
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## Education

### High school diploma

Roosevelt High School

2019 - 2023 | Seattle, WA | GPA: 3.85