

MINETTE VAN VLIET

*Undergraduate
Research Assistant*

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☎ (123) 456-7890

📍 Boulder, CO

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Science
Psychology

**University of Colorado,
Boulder**

📅 2018 - current

📍 Boulder, CO

WORK EXPERIENCE

Undergraduate Research Assistant

**Department of Psychology and Neuroscience, University
of Colorado**

📅 2020 - current 📍 Boulder, CO

- **Recruited subjects for 6 studies** by visiting clinics and sending mailouts, increasing participation by 17%
- Reviewed data collection forms for completion and quality, resulting in a <3% error rate
- Explained research procedures to all study participants
- Performed initial data analysis and **presented results to 23 senior researchers and lab attendants**

Resident Adviser

University of Colorado, Darley North Hall

📅 2018 - current 📍 Boulder, CO

- Supervised orientation processes to ensure safety and student satisfaction, resulting in 0 incidents/conflicts
- Answered questions from 34 students regarding school policies, academic requirements, and dorm rules
- Monitored student behavior to ascertain drug/alcohol use, referring students to disciplinary authorities as needed
- Collaborated with 3 resident advisers to plan activities and fundraisers to foster community and school spirit, **increasing student engagement by 29%**

PROJECTS

Seastedt & Suding Plant Field Research Lab

Summer Lab Assistant

📅 May 2018 - August 2018

- Created 3 hydroponics boxes a week by mixing and piping liquid media, placing seeds, and preparing a box for cold storage with **an overall 91% growth rate**
- Measured, recorded, and analyzed data regarding plant **growth over a 3 month period**

SKILLS

Quality Control; Teamwork; Empathy; Participant Scheduling; Lab Safety; Customer Service; Collaboration; Written Communication