





MINETTE VAN VLIET

UNDERGRADUATE RESEARCH ASSISTANT

CONTACT

minette.v-v@email.com 
(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