

# Minette van vliet

## Undergraduate Research Assistant

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(123) 456-7890

Boulder, CO

[LinkedIn](#)

### WORK EXPERIENCE

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#### Department of Psychology and Neuroscience, University of Colorado - Undergraduate Research Assistant

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

#### University of Colorado, Darley North Hall - Resident Adviser

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

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#### Seastedt & Suding Plant Field Research Lab -

May 2018 - August  
2018

#### Summer Lab Assistant

- 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

### EDUCATION

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#### University of Colorado, Boulder - Bachelor of Science, Psychology

2018 - current

Boulder, CO

### SKILLS

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