

SAMPLE RESUME

Mark Williams

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EDUCATION

Kingsborough Community College, Brooklyn, NY

Associate of Science in Science for Forensics

Expected June 2026

WORK EXPERIENCE

Kings County Medical Examiner Office, Brooklyn, NY

9/2025-Present

Lab Assistant (Intern)

- Assist lab technicians with evidence logging, labeling, and maintaining accurate chain-of-custody records.
- Observe chemical testing procedures such as chromatography and spectrometry.
- Support data entry for lab results and contributed to maintaining organized lab records.

Kingsborough Community College, Brooklyn, NY

1/2025-6/2025

Science Tutor

- Provided one-on-one tutoring for introductory chemistry and biology students.
- Helped students understand lab safety protocols and scientific methods.
- Adapted explanations to individual learning styles to promote academic success.

HONORS & AWARDS

- **Kingsborough Community College, Dean's List, Fall 2024 & Spring 2025**
- **Phi Theta Kappa Honor Society, 2024-Present**

CERTIFICATIONS

- OSHA 10-Hour General Industry Certification — *Occupational Safety and Health Administration*, 2024

SKILLS

- Attention to Detail & Accuracy
- Laboratory Techniques (pipetting, titration, sample preparation)
- Critical Thinking & Problem-Solving
- Team Collaboration
- Microsoft Office & Google Workspace
- Basic Knowledge of DNA & Fingerprint Analysis