

Education

Old Dominion University

Norfolk, VA

Degree, Concentration. GPA [Note: GPA is Optional, Only List when it is Greater than 3.0]

Graduation Date

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

Study Abroad [Note: If Applicable]

City, Country

Study abroad coursework in [fill in the blank].

Month Year – Month Year

Experience

Organization

City, State (or remote)

Position Title

Month Year – Month Year

- Beginning with most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Organization

City, State (or remote)

Position Title

Month Year – Month Year

- With next-most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Leadership & Activities

Organization

City, State

Position Title

Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Skills, Certification & Interests [Note: Optional]

- **Technical:** List computer software and programming languages and your level of fluency
- **Certification:** List certifications, trainings, or licenses obtained
- **Language:** First foreign languages and your level of fluency
- **Laboratory:** List scientific / research lab techniques or tools [If Applicable]
- **Interests:** List activities you enjoy that may spark interview conversation

Mike C. Penn

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EDUCATION

Old Dominion University, Batten College of Engineering & Technology (BCET), Norfolk, VA

Master of Science in Engineering: Biomedical Engineering,

Cumulative GPA: 3.56/4.00

May 20XX

Old Dominion University, Batten College of Engineering & Technology (BCET), Norfolk, VA

Bachelor of Science in Engineering, magna cum laude: Mechanical Engineering

Cumulative GPA: 3.73/4.00

May 20XX

SKILLS

Laboratory: DNA sequencing, microfluidics, cell culture, protein purification, Western blot, assays, PCR, Gel electrophoresis, Imaging, Cell Transduction and Fixation, staining, vector cloning, imaging, EMG, and ECG

Fabrication: Design, machining, assembly, CNC milling, laser cutting, 3D printing, failure analysis, GD&T, microcontrollers

Computer: Java, MATLAB, SolidWorks, LoggarPro, ImageJ, Microsoft Excel, Word, PowerPoint; beginning Python

PROFESSIONAL EXPERIENCE

Johnson Orthopedic Research Laboratory, Research Assistant, New Brunswick, NJ

September 202x – Present

- Explore negative implications of extreme endurance running on bone strength through micro-CT images and mechanical analyses on mouse hind limb bones
- Implement dye-staining protocol for the lab to detect microcracks in bone resulting from fatigue loading

Hospital of the University of Virginia, Bioengineering Research Assistant, Charlottesville, VA

August 201x – May 202x

- Detected and minimized motion artifacts in cerebral blood flow measurements under the supervision of Dr. X. Smith
- Shadowed doctors and other healthcare professionals in OR and ICU

Southern Michigan Cancer Research Institute, Researcher, Detroit, MI

May 201x – August 202x

- Studied the effect of pH on p75 neurotrophin receptor, a trigger of brain glioma

PROJECTS

Dermdetect, Team of 3,

January 202x – May 202x

- Developed app for uploading dermatology photos to the Parse database for use in education and machine learning
- Added user profiles and admin profile management functionality utilizing the Agile approach managed by Jira

Orthofit, Team of 5,

September 202x – December 202x

- Designed, tested (FEA, three-point bending, and joint angle analysis), 3D-printed, and fabricated polypropylene prototypes of modular orthotics targeted towards developing countries to remove the need for trained specialists, significantly reduce costs, and increase longevity of use; evaluated use factors and refined orthotic fitting process

LEADERSHIP & VOLUNTEER EXPERIENCE

Johnson Orthopedic Research Laboratory, Volunteer, Norfolk, VA

October 202x – Present

- Assist 10 children with severe forms of cerebral palsy in music therapy to aid in rehabilitating motor control

Eastern Virginia Medical School Bioethics Journal, Managing Editor, Norfolk, VA

September 202x – May 202x

- Edited and published accepted submissions to an undergraduate bioethics journal with a global readership

MALIK SMITH

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EDUCATION

Old Dominion University, Norfolk, VA

Doctor of Philosophy, Computer Science, GPA: 3.95/4.0

May 2025

Dissertation Topic: Artificial Intelligence, Human

Old Dominion University, Norfolk, VA

Master of Science, Computer Science, GPA: 3.55/4.0

May 2021

TECHNICAL SKILLS & PROJECTS

Programming & Scripting: Python, C, C++, C#, SQL, JavaScript, MATLAB, OCaml

Web & UI Tools: HTML/CSS, Adobe XD, Figma, Wix

Design & Prototyping: Adobe Creative Suite, Figma, VSTO

Version Control & Collaboration: Git, GitHub

Frameworks & Platforms: .NET Framework, Chrome Dev Tools, P4 DSL

RESEARCH & TECHNICAL PROJECTS

Rule-Based Network Firewall, CS 899 Final PhD Project

Old Dominion University

- Designed and implemented a programmable firewall using P4 (domain-specific language for network switches).
- Enabled user-defined traffic blocking based on 5-tuple logic with support for variable IP address ranges.
- Contributed to enhanced understanding of secure network architecture and low-level traffic control.

INDUSTRY EXPERIENCE

Software Engineering Intern

Microsoft, New York, NY

June 2023 – August 2023

- Engineered a productivity add-on for Microsoft Office using C# and VSTO in the .NET framework, enabling seamless automation and synchronization of team activity reports across platforms.
- Developed and deployed comprehensive testing and demo suites that improved internal QA efficiency by 30% and supported cross-functional team adoption.
- Streamlined the reporting workflow by automating manual tracking processes, significantly reducing data entry time and increasing reporting accuracy for over 50 users.

LEADERSHIP & SERVICE

Membership Coordinator & Board Member

ODU Computer Society, Norfolk, VA

January 2022 – Present

- Led targeted outreach and engagement initiatives that grew active membership by 20% within one academic year.
- Planned and executed a student-led technology conference, managing logistics for 100+ attendees and coordinating with 10 guest speakers from industry and academia.
- Revamped the organization's website using Wix, enhancing user experience and increasing student traffic and engagement by 40%.

Training Program Director

UVA College Marathon Challenge, Charlottesville, VA

January 2021 – May 2021

- Designed and implemented a 12-week training and wellness curriculum tailored for 25 student charity runners with varying fitness levels.
- Raised over \$25,000 in sponsorships and donations benefiting Phillips Brooks House Association and The Cambridge Food Project.
- Cultivated team cohesion and accountability through structured weekly check-ins, resulting in a 100% program completion rate.