

PREPARING A CURRICULUM VITAE

A curriculum vitae (also called a vita, a CV, or a cv) presents your qualifications for academic and research situations, including graduate school applications. It usually includes more details than a resume and can be considerably longer. Here are some topics for you to consider including in a CV. Tailor your sections to your academic specialty as well as to your own background.

Contact Information

Education

PhD / EdD

Dissertation, including advisor, title and summary

MA / MS / MBA / MSN

BA / BS

Honors / Awards / Fellowships / Grants / Recognition

Experience

Teaching

Research

Professional

Clinical / Fieldwork

Teaching Competencies

Research Interests

Publications

Presentations / Invited Presentations

Conference Papers / Research Reports

Academic Service / Committee Service

Professional Memberships / Affiliations / Organizations

Licensure / Certification

Language / Computer / Laboratory Skills

Community Service

A useful reference for preparing a vita and reviewing samples is [The Academic Job Search Handbook](#), Fourth Edition, Julia Miller Vick and Jennifer S. Furlong, University of Pennsylvania Press, Philadelphia, 2008.

Carl Victor Torero

5998 Alcalá Park • San Diego, CA 92110 • (619) 260-5555 • cvtorero-10@sandiego.edu

EDUCATION

Bachelor of Arts in Psychology

University of San Diego
Cum Laude

Graduated May 2013
Minor: Sociology
GPA: 3.5

RELEVANT COURSEWORK

Dynamics of Race, Gender & Culture in Higher Education (graduate course)
Psychological Foundations in Education Sociology of Education
Cross-Cultural Psychology Lab and Lecture Child Developmental Psychology
Contemporary Social Issues Psychological Assessment
Research Methods in Psychology Statistics

RESEARCH INTERESTS

K-12 education reform, high stakes and standardized testing, educational equity, stereotype threat and lift, achievement issues in low-income, minority, and at-risk populations, teacher equity, charter schooling, the summer achievement gap, multi-level policy implementation, and the Elementary and Secondary Education Act.

RESEARCH EXPERIENCE

Ronald E. McNair Scholars Program Researcher, Univ. of San Diego January 2012 - April 2013
“Investigating Stereotype Threat Disparities of Intellectual Underperformance among African American, Latino, and Caucasian College Students”

- Authored original study investigating effects of stereotype threat and disparities of intellectual underperformance among 58 underrepresented African American, Latino, and Caucasian college students
- Applied for and obtained Institutional Review Board approval
- Successfully advertised to and collected demographically scarce participants and sample size
- Entered and analyzed data using SPSS
- Presented results at University of San Diego 5th Annual Creative Collaboration Research Colloquium (2010), University of California, San Diego Summer Research Conference (2009), and University of California, Berkeley 17th Annual Ronald E. McNair California Scholars Symposium (2009)

Research Intern, Children and Adolescents Research January 2012 - July 2012
“Cognitive Consensus in Cross-Cultural Competence (TWIST)”

- Transcribed interviews involving counselors, parents and youth for study designed to identify factors associated with better treatment outcomes for an ethnically-diverse sample of adolescents
- Administered phone questionnaires to clients and counselors

CONFERENCE PRESENTATIONS

Torero, C. “Investigating Stereotype Threat Disparities of Intellectual Underperformance among African American, Latino, and Caucasian College Students.” Poster presentation for University of San Diego Undergraduate Research Conference, San Diego, CA. April 15, 2013

Torero, C. “Investigating Stereotype Threat Disparities of Intellectual Underperformance among African American, Latino, and Caucasian College Students.” Presentation for University of California, San Diego Summer Research Conference, San Diego, CA. August 13, 2012

Torero, C. "Investigating Stereotype Threat Disparities of Intellectual Underperformance among African American, Latino, and Caucasian College Students." Presentation for University of California, Berkeley Ronald E. McNair California Scholars Symposium, 20th Annual Conference, *McNair Scholars: Building the New Academy*. Berkeley, CA. August 6-9, 2012

WORK EXPERIENCE & LEADERSHIP

Resident Assistant, University of San Diego Residential Life January 2011 - May 2013

- Identified and provided appropriate referral to assist residents in need of personal, academic, and financial support
- Distributed information about campus wellness services
- Provided safe, fun and orderly living environments for students
- Used excellent communication skills while serving as a peer educator and mentor
- Planned and implemented recreational, social, and educational programs
- Upheld all university policies, procedures, and regulations
- Disseminated information about university policies
- Completed proper conduct and incident reports in a timely manner, and forwarded to appropriate staff
- Mediated conflicts and role modeled professionalism, teamwork, and community development
- Practiced time management and completed all requested written reports (weekly reports, duty log entries, student conduct forms, and incident reports)
- Distributed surveys to students as requested for assessment and evaluation purposes

University Center Operations, University of San Diego September 2009 - May 2013

- Worked as Senior Staff Set-up Coordinating Technician and maintained supervision of all activities
- Supervised and led a team of student employees during event coordination and room set-ups
- Coordinated audio visual and physical event set ups for clients
- Attended bi-monthly workshops and weekly meetings
- Oversaw closing shifts such as securing and locking up two buildings: 6 floors and 60+ offices
- Worked in a cooperative team with a focus on positive attitudes and excellent customer service

Diversity and Inclusion Initiatives, University of San Diego (USD) September 2012 - April 2013

- Advocated for visible equity involving diversity and inclusion issues at USD in a panel discussion with Alumni Association Board of Directors
- Planned, hosted and presented at third annual ME@USD, a multi-cultural overnight experience for diverse high school students
- Delivered underrepresented college student perspective to high school participants in TRIO
- Addressed 100+ incoming families about college support services at African-American Initiative

Ten-Year Master Planning Summit, University of San Diego January 2012 - May 2012

- Invited as one of five undergraduates to present student perspective on USD Master Plan proposals to two different audiences: President's Cabinet and the Board of Trustees
- Contributed perspective on Master Plan to determine effectiveness of the USD student experience and its impact on student success

Center for Health and Wellness Promotion September 2009 - January 2011

- Constructed, organized, planned, and advertised campus wide events promoting healthy choices
- Handled and managed records including confidential information about students and clients
- Created and implemented peer educational experience through dedication and enthusiasm
- Demonstrated active listening skills and counseling techniques as a resource for peers
- Organized databases using Microsoft Access

Black Student Union Executive Board	August 2009 - May 2012
Campus Connections Executive Board	August 2010 - May 2011
Head Start Volunteer	January 2011 - May 2011
Migrant Outreach Volunteer	August 2010 - December 2010

AWARDS/HONORS

McNair Scholar , Ronald E. McNair Scholars Program	2011 - 2013
<ul style="list-style-type: none"> • Selected among University of San Diego students to receive recognition as a McNair Scholar 	
Presidential Scholar , University of San Diego Presidential Scholarship	2009 - 2013
<ul style="list-style-type: none"> • Awarded major scholarship based on academic excellence 	
Psi Chi National Honor Society , University of San Diego	2013
<ul style="list-style-type: none"> • Awarded membership into the National Honor Society in Psychology 	
Departmental Honors in Psychology , University of San Diego	2013
<ul style="list-style-type: none"> • Awarded honors in the Psychology Department for academic achievement 	
Student Affairs Outstanding Service Nominee , University of San Diego	2013
<ul style="list-style-type: none"> • Recognized for achievements and contributions to the campus through involvement 	
Student Affairs Outstanding Service Award , University of San Diego	2012
<ul style="list-style-type: none"> • Recognized for achievements and contributions in official university-sponsored student activities 	
Alpha Kappa Upsilon Iota Honors , University of San Diego	2012
<ul style="list-style-type: none"> • Recognized for academic excellence and significant contributions of leadership and service 	

CERTIFICATION

<ul style="list-style-type: none"> • Professional Assault Crisis Training (Pro-ACT) 	July 2013
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Gloria S. Torero

5998 Alcala Park • San Diego, CA 92110
(619) 260-5555 • g.s.torero@gmail.com

Education

University of San Diego
Bachelor of Arts, Biology and Mathematics (double major)

San Diego, CA
May 2013

- Dean's List (4 semesters)
- First Honors (3 semesters)
- Second Honors (1 semester)

Relevant Coursework

General Chemistry, Organic Chemistry, Biology of Organisms, Introduction to Cell Processes, Genetics, Evolution of Vertebrate Structure, Ecology, Global Change Ecology, Differential Equations, Calculus 3, Linear Algebra, Advanced Calculus, Cryptography, Topology, Mathematical Political Science, Mathematical Biology

Skills

- Follow detailed laboratory protocols with minimal supervision
- Create new experiments to test from known protocols
- Experience with filtrations, recrystallization, distillation, and extraction
- Knowledge of multi-step/organic synthesis and purification technique
- Column chromatography, spectroscopy, NMR, IR, &, GC, and interpreting data
- PCR and RNA interference protocols
- MATLAB
- Ability to read complex mathematical equations
- Proficient with LaTeX; MS Excel, PowerPoint, Word; both Mac OS & Windows

Research Experience

Pharmaceutical Lab Assistant, Amylin Pharmaceuticals February 2012-present

- Assist in experimentation under the supervision of a full-time pharmaceutical chemist or quality control analyst
- Perform routine experiments without supervision
- Learn and comply with all GLP/GMP practices in use at company

Research Assistant, Department of Biology, University of San Diego Fall 2009-present

- Conduct research in Dr. Karen Gomez's neurobiology lab
- Research involves finding the synthesis pathway for serotonin
- Used RNA interference protocol, worm protocol, and bacterial protocol

Lab Rotation, University of California, Los Angeles June 2009-August 2009

- Conducted research in Dr. Jean Smith's neurology lab under Dr. James Jones
- Research involved a mouse model of Duchenne's Muscular Dystrophy, which has a mutation of the dystrophin gene
- Worked to deliver cells containing dystrophin to deficient muscle. Used PCR for genotyping, immunofluorescent staining of cells and muscle sections, and cell culture

Other Experience

Mathematical Tutor, University of San Diego Spring 2012-present

- Assist college students in understanding mathematical concepts for classes

Mathematical Grader, University of San Diego July 2011-January 2011

- Assist math professors in grading their coursework

- Resident Assistant, University of San Diego Fall 2011-present
- Assisted freshmen with adjusting to a college lifestyle
 - Upheld the policies of the university
- Preceptorial Assistant, Freshman Advisor Fall 2010
- Assisted freshmen with their school-related issues from a student perspective
- Barista, Starbucks, Glendale, CA October 2007-January 2011
- Gained experience with customer relations and sales
 - Trained new staff members
- Assistant, UCLA Medicine July 2007-August 2007
- Gained experience scanning confidential paperwork into electronic files
 - Trained in HIPAA regulations

Presentations

- “Regulation of serotonin synthesis in the nervous system of the nematode, *C. elegans*.” USD Biology Department, San Diego, CA, July 2010.
- “Regulation of serotonin synthesis in the nervous system of the nematode, *C. elegans*.” University of San Diego Undergraduate Research Conference, San Diego, CA, April 2011.
- “Continuation of regulation of serotonin in synthesis in the nervous system of the nematode, *C. elegans*.” USD Biology Department, San Diego, CA, July 2011.
- “Regulation of serotonin synthesis genes in the nervous system of the nematode *C. elegans* by Wnt signaling genes.” West Coast Biological Sciences Undergraduate Research, Los Angeles, CA, April 2012.
- “How to make happy worms, Regulation of serotonin synthesis genes in the nematode *C. elegans*.” USD Biology Senior Seminar, San Diego, CA, November 2012

Activities

- Student Alumni Association September 2009-present
- Out-of-State-Student Council Member Fall 2010
- Varsity Cross Country and Track team February 2010-January 2012

Research Interests

- Oncology
- Modeled cancerous tumor growth with differential equations
- Examined and manipulated the growth of tumors with different parameters in equations
- Neurobiology
- Neurology