

## RESUME / CV : Example and model

**Jean DUPONT**

Address

Tel

email

Age

Driving licence + car

**MSc (student) in Organic chemistry / Chemical engineering / Polymer and material science /  
Chemical risk management/assessment**

### **EDUCATION**

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200- 200- Chemistry department at INSA (National Institute of Applied sciences) of Rouen (France)  
Specialising in chemical engineering since January 200-  
Expected MSc graduation in September 200-

200- 200- Undergraduate studies at INSA. General sciences courses  
200- Scientific Baccalauréat with honors

### **COMPETENCE AND SKILLS**

- **Scientific and technical skills** : organic synthesis, analytical chemistry (HPLC, GC, NMR, Spectrometry), Material and polymer science, environmental studies, process safety, effluent and waste treatment, economic evaluation of processes, thermodynamics, fluid mechanics, automation, process dimensioning, mixture fractionation, simulation, flowsheeting...
- **Management and computer skills** : project management, first aid certificate, accounting, management of human resources, matlab, Simulink, Prosim, C++, Java, standard office software (Word, powerPoint, Excel)
- **Foreign languages** : English (Advanced level, conversational, professional and scientific English, TOEIC score 850), Spanish (Intermediate level), Chinese (beginner's level)

### **PROFESSIONAL EXPERIENCE**

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July – August 200- Internship at GEMEFÉ Equipment, a subsidiary and supplier of Bouygues in Rouen (France)  
*Quality control : Drafting of work instructions and procedures.*

January – March 200- Internship in the laboratory of chemical risks and processes , Rouen (France)  
*Study of a polymer heating process using microwaves*

July 200- Training period as a worker in Siremballage in Boisemont (France)  
*Work on a assembly line for the production of packaging material  
Stock inventory and computer data input*

### **PERSONAL INTERESTS AND ACTIVITIES**

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- **Sports activities** : tennis (rank 30/1 ; several competitions each year) ; member of INSA volleyball team
- **Artistic activities** : drum player in the school R&R band
- **Leadership activities** : summer camp instructor, private tutor (lessons in maths and physics)
- **Community involvement** : in charge of the coordination of the « Talent de vie » project : one week of student shows and acts ; Search of sponsors, recruitment of artists, organisation of rehearsals, logistics and equipment.

## List of skills

- **Process Engineering**

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- Process engineering design and optimization by use of software applications such as ProSimPlus, Matlab, Minitab or MS Excel
- Chemical engineering (batch and CFSTR processes, distillation, liquid/liquid extraction, absorption, adsorption, filtration, settling)
- Fluid mechanics and industrial thermodynamics
- Transfer phenomena: heat and matter transfers
- Economic Evaluation of processes
- Waste and air management
- Statistical process management
- Statistical safety of processes (design, optimization and control for safe processes)

- **Chemistry**

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- Organic synthesis
- Analytical chemistry (separation methods)
- Radioactivity and nuclear chemistry
- Nuclear fuel cycle and safety
- Energy and environment (discussion on the current and future energy issues)

- **Risk Assessment**

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- Industrial risks analysis
- Crisis Management
- Risk sociology
- Risk prevention at work and ergonomics

- **Other courses**

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- Certification and Quality management (ISO 9001)
- Project management
- Management and administration
- Industrial operations management (production management)
- Combustion
- English (professional and scientific English)