JANE DOE

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EDUCATION

Western Washington University Bellingham, WA
Bachelor of Arts, Business Administration (Marketing concentration) Expected June 2029

- **Relevant coursework:** Intro to AI in Business (MIS 201), Principles of Marketing, Business Statistics

PROJECTS

AI System Design, Team Project, MIS 201 Fall 2026

- With a team, designed an AI system for [the problem and who has it], specifying its data, model, output, feedback loop, and where a person checks the work
- Tested the design against five critical questions, decided what to keep, fix, and drop and what each choice cost, and pitched it to the class
- My role: [what you personally did, for example: wrote the business case and built the slides]

AI Job-Search Agent, MIS 201 Fall 2026

- Built a working AI agent in n8n that reads job postings, checks employers that look suspicious, ranks matches, and tailors a resume (simulated postings)
- Audited its output for invented qualifications and kept a person as the final approval before anything is sent; found [what it got right and what it made up]

Rules for an Insurance-Appeal Agent, MIS 201 Fall 2026

- Built an agent that works a simulated inbox of denied insurance claims and drafts appeals, then tried to make it overreach
- Wrote the rules it runs under: what it may do alone, what a nurse must approve, and who answers when it is wrong

AI Resume Screener Audit, MIS 201 Fall 2026

- Built an AI resume scanner that scores a resume against a job posting, ran my own resume through it, and kept only the suggestions that were true
- Ran a controlled bias test with two resumes that differed in one detail; found [your finding]

EXPERIENCE

Student Assistant, Circulation Desk Sept 2025 – Present
Western Washington University Libraries, Bellingham, WA

- Help [about 40] students and community members a shift find, check out, and renew materials and use the library's printing and study-room systems
- Answer first-line questions about the catalog and online databases, and route harder research questions to the right librarian
- Shelve and track returns accurately so items can be found the same day; [add one result, for example: trained two new student assistants]

SKILLS

- **Working with AI:** checking AI output for errors and invented facts; testing an AI system with a controlled comparison; deciding where a person approves the work; writing the rules an AI system runs under
- **Ideas:** predictive, generative, and agentic AI; human in the loop; minimum necessary access
- **Tools:** Claude (built interactive tools and checked their numbers); n8n (built an AI agent with a review step); Microsoft Excel; Google Workspace

Sample resume from MIS 201 at Western Washington University. Jane Doe is made up. Replace every line with your own work, and delete anything you did not do.