

Tab 1

Daniel Chihuan Meza

Middlesex County, NJ 08854 • dec189@scarletmail.rutgers.edu • (908)-420-6389

Education

Rutgers University

Newark, NJ

Majors: B.A. Neuroscience and Behavior and B.A. Psychology

May 2027

GPA: 3.47

Relevant Coursework: Research and Statistical Analysis; Supply Chain; Chemistry, Cell and Molecular Biology, Coding in Python

Technical Skills

- Statistical Analysis – Experience in quantitative analysis and hypothesis testing using IBM's SPSS software for research projects
- Data Management – Maintaining datasets using Excel and cloud services, ensuring accuracy and accessibility for research teams
- Molecular Techniques – Experience in PCR methods and laboratory protocols for reproducibility
- Digital Tools – Proficient in Microsoft 365 services and Adobe Creative Suite for documentation, presentation, and design tasks
- Creative Design – Skilled in digital and traditional illustrations using Clip Studio Paint, Photoshop, and hand-drawn media

Languages: English and Spanish (Native)

Experience

Wellcare Nurses and Staffing

East Orange, NJ

Human Resources and Business Development Intern

June 2026 - August 2026

- Supported recruitment by sourcing applicants, conducting interviews, and guiding candidates through early onboarding steps
- Maintained employee records, credentials, and time-tracking logs to ensure accuracy and compliance with client and state regulatory requirements.
- Coordinated with partner businesses and state agencies to uphold statewide compliance standards for retirement plans and transportation benefits.
- Produced onboarding video guides and assisted HR leadership in streamlining workflows, improving office organization, and supporting business development outreach.

The Child Study Center at Rutgers

Newark, NJ

Research Assistant

Sep. 2024 - Sep. 2025

- Managed behavioral data for 357 child participants in a two-year longitudinal study examining behavior and affective changes from experimental designs.
- Coded behavioral observations using Datavyu (Java-based), converting qualitative interactions from experiments into structured datasets.
- Contributed to research and delivered presentations; recognized at the Rutgers Newark Honors College Undergraduate Research Project Showcase in 2025.

Dr. Sujatha Muppala: Priority Health Associates,

Edison, NJ

Part-Time Student Medical Assistant

July 2022 – March 2023

- Provided patient care by collecting vitals, preparing exam rooms, and performing electrocardiograms (EKGs) under physician supervision to support accurate clinical assessment.
- Supported office operations: patient record-keeping and management, scheduling, insurance verification, and taking calls and monitoring emails.

HR

Daniel Chihuan Meza
Middlesex, NJ
chihuan.danielm@gmail.com
+1 908-420-6389
B.A. in Psychology & Neuroscience, 2027

Dear Hiring Manager

I am writing to express my interest in this position at Ocean Power Technologies. As a rising senior at Rutgers University majoring in Psychology and Neuroscience, I have developed strong foundations in human behavior, communication, and organizational dynamics, and I know these skills are essential to effective HR work. My growing skills in research, statistics analysis, data management, and patient/client intake and service have prepared me for an internship in HR.

In my research background, I regularly managed sensitive data of IRB-protected individuals, communicated between supervisors and research fellows, and presented findings to academic audiences. These experiences strengthened my attention to detail and enabled me to translate research data into an analytical structure to generate actionable insights at the upper levels of research. Coupled with that, in my clinical experience, I handled intake, scheduling, documentation, and direct patient communication, which taught me the importance of accuracy and professionalism, which I also see as vital in the HR processes.

I value perspective and strive to further understand the foundational work of HR as I approach graduate school after completing my current degree. I welcome the opportunity to discuss how my background and interests align with your HR team's needs. Thank you for your time and consideration.

Best regards,

Daniel Chihuan Meza

I am writing to express my interest in this position at the Delaware River Basin Commission. As a rising senior at Rutgers University majoring in Neuroscience and Psychology, I have developed strong foundations in organizational dynamics, data management, and research and statistical methods, and I know these skills are essential to practical Database Management work. My research experience, clinical experience, and college education have prepared me for the meticulous work required for practical data management.

In my research background, I regularly managed and coded sensitive data for IRB-protected individuals using Excel and Java, communicated with supervisors and research fellows, and presented findings to academic audiences. These experiences strengthened my attention to detail and enabled me to structure data analytically to generate actionable insights at the upper levels of the workspace. Coupled with that, my clinical experience provided a foundation in records and documentation, teaching me the importance of accuracy and professionalism, which I also see as vital in Database Management.

I value perspective and strive better to understand the foundational work of data systems in corporations as I approach graduate education, and this position excites me due to the potential for personal growth and meaningful contributions to projects.

I welcome the opportunity to discuss how my background and interests align with your HR team's needs. Thank you for your time and consideration.

Attached is my resume.

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Daniel Chihuan Meza
Middlesex, NJ
chihuan.danielm@gmail.com
+1 908-420-6389
B.A. in Psychology & Neuroscience, 2027

Dear Hiring Manager,

While I may not be a business major, my experience in managing data, communicating with lab superiors and fellows to advance complex research projects, public speaking, and presenting data and research to professional audiences has all helped shape me towards a more business-centric approach to my education. For this position, I hope to leverage my experience while developing the skills necessary for the role.

I value understanding and ensuring I am a knowledgeable team member on the projects I work on. Coupled with that, I value working confidently, whether it's double-checking my reports or collaborating with my peers and supervisors.

I understand that work like this requires innovative approaches to operational support, with data and structured planning at the forefront to ensure each aspect of the project is properly understood.

Overall, a position like this is exciting as I approach the end of my bachelor's, look forward to graduate school to pursue a business-centered master's degree, and hope to put my best foot forward if offered an interview or, hopefully, this position.

Best,

Daniel Chihuan Meza

Mark

Daniel Chihuan Meza
Middlesex, NJ
chihuan.danielm@gmail.com
+1 908-420-6389
B.A. in Psychology & Neuroscience, 2027

Dear Hiring Manager,

While I may not be a marketing major at my university, my experience in managing research data, public speaking, presenting research projects to an academic audience, and patient care as a medical assistant has helped shape me into a well-rounded professional in the fields of social and biological sciences. For this position, I hope to put my experience to good use while developing the skills I need, as well as other skills necessary for operational positions.

I value perspective, ensuring I understand my supervisors' perspective on a project, my fellows' perspectives on working on that project, and that my own understanding of a project is confident enough to contribute in a useful and effective way.

Apart from that, while I value statistical approaches, I also value creativity. I am a creative person with a passion for both physical and digital painting. I understand that in positions like this, innovative approaches are crucial, with a statistical stance in mind, seeking solutions where necessary and offering perspective in marketing.

Overall, this position excites me, and I'm hoping to hear back soon

Best,
Daniel Chihuan Meza

Work experience/info

Managed and cleaned behavioral data for 357 child participants in a 2-year longitudinal study examining changes in child behavioral affect from baseline to experimental procedures. Throughout the project, I coded behavioral observations using Datavyu (Java-based software), converting qualitative interactions from recorded experiments into structured datasets. Along with working on my assignment, I co-authored a research poster and delivered a presentation for it, which was recognized with 2nd place at the Rutgers Newark Honors College Showcase Undergraduate Research Project category. Generally, during this time, I assisted principal investigators and research partners in refining research protocols and troubleshooting studies.

I coordinated communication between patients and clinical staff by managing front desk operations, including handling ~25 calls daily, monitoring emails, scheduling appointments, and organizing patient confidential records, which supported smoother workflow and improved the patient experience. I also assisted with patient care by collecting vital signs, preparing exam rooms, and performing electrocardiograms (EKGs) under physician supervision to support accurate clinical assessment.

In my 6th semester of University, studying Neuroscience & Behavior and Psychology, with research and clinical experience, working in patient care and data management, and presenting data in an academic environment. Skilled in data management tools such as SPSS, Excel, etc. I bring strong analytical, communication, and bilingual skills to research and work settings.

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B.A. in Psychology & Neuroscience, 2027

Dear Hiring Manager,

My experience in managing research data, public speaking, presenting research projects to academic audiences, and patient data filing has helped shape me into a well-rounded professional in social science and data analysis. For this position, I hope to put my experience to good use while developing the skills needed for this editorial role.

One thing I value is working confidently, whether it's double-checking my reports and submissions or explaining my work to my peers and supervisors.

Patient and client record management is vital to public health, and ensuring the quality of reporting and record updates is something I feel confident in.

Overall, this position excites me as I look towards graduate school, and I am eager to put my best foot forward if offered an interview or, hopefully, the position.

Best,
Daniel Chihuan Meza

Tab 7

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Middlesex, NJ
chihuan.danielm@gmail.com
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B.A. in Psychology & Neuroscience, 2027

Dear Hiring Manager,

Throughout my college years, I gained hands-on experience in managing behavioral research data, public speaking, presenting research projects to academic audiences, and collaborating with a team to advance research. I feel this experience has developed me into a well-rounded academic in planning methodology, and I hope to put it to good use while developing the skills needed for this learning & development role.

I value understanding and ensuring I am a knowledgeable team member on the projects I work on. Coupled with that, I value working confidently, especially knowing that my work will serve as the basis of instruction for many people.

Apart from that, while I value statistical approaches, I also value creativity, looking towards innovative approaches to work programs and documentation.

Overall, this position excites me as I look towards graduate school in things like human resources and business, and I am eager to put my best foot forward if offered an interview or, hopefully, the position.

Best,
Daniel Chihuan Meza

<https://jobs.jobvite.com/fingerpaint/job/oUjwzfw2>

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