

Instructions: Please fill out the information requested in the {brackets} below. Please remove the filler text when you add your information. All contact information comes directly from Workday. If the information that appears on your bio page is incorrect (or missing), please reach out to your supervisor.

Staff Bio Template

Your Name:

Education

- Ph.D. in *{list degree, capitalized}*, *{university name, capitalized}*, *{year degree was received}*
- M.S. in *{list degree, capitalized}*, *{university name, capitalized}*, *{year degree was received}*
- B.S. in *{list degree, capitalized}*, *{university name, capitalized}*, *{year degree was received}*

Social Media Accounts/Websites*

LinkedIn { ← *embed link*}

About *{Option 1}*

{Include a brief narrative about your career. The first sentence should include your current position and the year that you came to Florida Poly. Please also include previous employment (with organization names and years of service. Do not include information that belongs in other sections of the template).}

About *{Option 2}* – Please answer the following questions and a short bio will be created for you.}

1. *{Your current position and hire date. Include promotions and the years they occurred if applicable.}*
2. *{Where have you worked before. Please list positions, locations, and years for those you would like to include.}*
3. *{Is there anything you would like bio readers to know about you, such as hobbies, volunteering, family, pets?}*
4. *{Is there anything else you'd like to add?}*

Professional Activities *{Limit 5}*

- *{List any organization or committees of which you are a member. Example below.}*
- Member, American Society of Engineering Education (ASEE), 2000-current

Awards and Honors *{Limit 5}*

- *{List award, followed by granting organization and year, separated by commas. Example below.}*
- Distinguished Lecturer, Institution of Engineering and Technology Education Society, 2010

Community Involvement *{Limit 5}*

- *{List role, followed by organization name and year, separated by commas. Example below.}*
- Board Member, Girls Scouts of West Central Florida CEO Advisory Board, 2000-current

*External, third-party sites not maintained by Florida Polytechnic University