

# Ariana Garcia

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Your City, ST 12345  
(123) 456-7890  
no\_reply@example.com

## QUALIFICATIONS

- First Aid: CPR AED Certified 2023-2025
- Knowledge of basic anatomy and physiology
- Trained in vital sign monitoring and basic first aid
- Strong verbal communication and interpersonal skills
- Organized and detail-oriented

## EDUCATION

### University of California San Diego, San Diego CA — *Bachelor of Science in Psychology* Specialization: Human Health

September 2023 - June 2027

- **Triton Community Leadership Institute:** Participated in a leadership development program for first-generation college students focused on community building and academic success.
- **Sports Medicine Club:** Engaged in workshops and events exploring sports medicine careers and injury prevention.
- **2Excel Program:** Selected for a program supporting second year students through mentorship and academic resources.

### Orange Vista High School, Perris CA — *Graduate*

August 2019 - May 2023

- **Sports Medicine Program:** Completed hands-on training in basic athletic injury prevention, first aid, and rehabilitation techniques.

## EXPERIENCE

### Marina Mares Trucking, Perris CA — *Office Operations & Financials Intern*

December 2024 - PRESENT

- Managed client paperwork and maintained accurate, confidential records
- Processed billing and handled payments, ensuring timely and accurate invoicing
- Assisted with basic accounting tasks, including expense tracking and reconciliation

### Just Be Skin Day Spa, Van Buren CA — *Receptionist Intern*

May 2023 - September 2023

- Scheduled and coordinated client appointments to ensure optimal workflow and time management
- Answered and directed incoming calls, providing excellent customer service and support
- Prepared treatment or consultation rooms to maintain a clean, welcoming, and efficient environment

## COMMUNITY SERVICE

- San Diego Crew Classic First Aid Volunteer
- Sports Medicine Volunteer
- Freshman Mentor
- Teacher Aide