**Olivia Brown**

777 42nd Ave San Francisco, CA | (415) 530-0189 | princessolivia@gmail.com (unprofessional email, insert a professional email to improve)

**EDUCATION**

Abraham Lincoln HS

Expected Graduation Date: June 2022

**WORK EXPERIENCE**

**Mayor’s Youth Employment and Education Program (MYEEP)**

San Francisco Women Artists Gallery (SFWA) - San Francisco, CA June 2020 - August 2020

*Intern*

● Create emails to send to artists about updates in regards to their work as well as updates on the gallery (Change create to created since it is pace tense)

● I updated inventory online in google sheets and physically in a in a binder for items that are sold or new (Do not use ‘I’ or personal pronouns in Resumes, remove ‘I’)

● I was able to publish artwork information on the SFWA website to promote the artwork and upcoming events

● Using Square to make transactions for all items in the gallery

**ACTIVITIES**

Sunset Academy of Dance August 2019 - Present (needs to be aligned with the right, improve by moving to right)

* Participate in dance workshops and local dance competitions

Family House Jun June 2019 - Present

* Serve breakfast to low income families on a regular basis

**SKILLS**

* Beginner in French (Should not write beginner in French if they are not conversational or fluent, improve by deleting)
* Editing Programs: PS Express, Adobe Photoshop LightRoom, Photoshop Fix, Final Cut Pro, iMovie

Trisha Takahashi

120 13th ave San Francisco, CA | 415-088-9675 | (Change font to times new roman, improve by doing that)[trishat@gmail.com](mailto:trishat@gmail.com)

EDUCATION

Lowell Highschool

August 2018- June 2020

WORK EXPERIENCE (Bold headers like the title so employers have an easy time to see what you have done)

Mayor’s Youth Employment and Education Program (MYEEP)

Intern at Community Youth Center

06/2019- now (Align dates on the right so it makes it easy to read)

● Help program leaders in various activities

● Watched 20+ youth

● Teached kids life lessons

● Punished bad kids who did bad things

● Worked with money (Does not show significance and should elaborate)

Enterprise for Youth

Intern at The Olympic Club

May 2019- now

● Carried golf stuff

● Teached people how to hit ball (Change Teached to teach because you are still teaching people, also not a word)

● See how good and bad people did

● Had to go to workshops

ACTIVITIES

San Francisco Public Library (SFPL)

November 2017- 07/2018 Volunteer

Track and Field

January 2018- May 2018

January 2017- May 2017

SKILLS

● Knows how to speak in English and Cantonese

● Knows how to speak a little bit in Mandarin and Taishanese (Only put this here if you are conversational or fluent in these languages, change ‘speak a little bit’ to conversational)

**Leo Leopard**

| 555 La Verne Way, La Verne, CA | [lleopard@laverne.edu](mailto:lleopard@laverne.edu) | (909) 555-5555 |(use a professional email without edu because some emails will be blocked with some edu emails)

**OBJECTIVE**

To obtain an on-campus position serving my fellow students which utilizes my strong communication skills. (Remove Space, because of extra space)

**EDUCATION**

University of La Verne, La Verne, CA **Expected Graduation: June 2016**

Bachelor of Arts, Business Administration

GPA: 3.5 (Must be 3.75 or higher to be stated, remove)

**HONORS/ AWARDS**

Dean’s List  **Fall 2013– Spring 2014**

**ON CAMPUS INVOLVEMENT**

Enactus, University of La Verne **August 2013 – Present** *Member*

* Implement collective ideas to sponsor campus and community events which promote educational and social change.
* Led groups of 9 junior high students in discussion on success skills, business ethics, and personal finances.
* Co-designed seventeen minute audio-visual presentation accurately and creatively describing project for use in regional and national competition (Extra spaces, remove extra spaces)

**VOLUNTEER EXPERIENCE** (Extra spaces, remove extra spaces)

**LionLike MindState, Pomona, CA**  **June 2012 – Present**

*Volunteer*

* Plan two yearly outreach events to highlight community members’ creativity in spoken word, poetry, music, and art

**YMCA, Pomona, CA** **Summer 2013, 2014 (State the month where you started around)***Volunteer*

Swim Coach

* Instructed classes of up to 15 children on basic swimming skills
* Communicated regularly with parents on children’s progress

**SKILLS**

Computer: Proficient in Windows and Mac OS, Microsoft Word, PowerPoint, and Excel (Extra spaces again, remove spaces)

Language: Fluent in Spanish Social

Media: Facebook, Twitter,Instagram (Add extra space after Twitter)

Thea Cleopatra

**123 Main Street La Verne, CA 91750**

**Home: (909) 555-1234 (Do not use same home and cell phone numbers, delete home)**

**Cell: (909) 555-1235**

[**lea.leopard@laverne.edu**](mailto:lea.leopard@laverne.edu) **(again, do not use a edu email and use a professional email)**

Education (Bolding is inconsistent, bolding should be on headers and titles only, unbold the bullet points)

Bachelor of Science, Kinesiology May 2015

**University of La Verne, La Verne, CA**

Associate of Arts May 2013

**Mt. San Antonio Community College, Walnut, CA**

Relevant Experience

Student Athletic Training Intern August 2014 - Present (Make sure spacing is all the way to the right and aligns with the other dates)

San Dimas High School – San Dimas, CA

* **Provide support and travel with football, wrestling, basketball, soccer, and volleyball teams**
* **Develop rehabilitation programs for a variety of ankle and knee injuries from the acute stage until return to play**

Personal Fitness Trainer (No need to underline here because it is not a new section) November 2012 - Present

**24 Hr Fitness– Glendora, CA**

**• Design workouts and diet plans to assist clients reach their nutrition goals**

**• Conduct weekly check-ins to monitor client’s progress which resulted in an increased weight loss percentage**

**• Create individual training sessions to focus on specific problems (i.e. injuries, obesity, etc.) for gym members.**

Other Work Experience

Barista June 2009 – November 2012

Starbucks – La Verne, CA

• **Served customers quickly while maintaining a cheerful attitude in a high-stress workplace.**

**• Awarded employee of the month July 2012**

Certifications

**Adult CPR and First Aid – Red Cross September 2013**

**Certified Personal Trainer - Ace Fitness October 2012**

Special Skills

• **Fluent in Spanish**

**• Proficient in Microsoft Word, PowerPoint, and Outlook**

**FirstName LastName (Put your name on the top of the page)**

Cell:(703) 297-1936 | Home: (703) 582-1008

[First.last.yearbirth@gmail.com](mailto:First.last.yearbirth@gmail.com) (Have a professional email, make one)

30 McVay Way Los Angeles, CA 90210

**Education**

Warner High School, Los Angeles, CA (Graduation:June 2021)

GPA: 3.9/4.2 (Don’t state the 4.2, but state if it is unweighted or weighted)

Commissioner Kroenke Award: GPA above 99% student percentile

**Coursework:** AP Biology, AP Chemistry, AP Calculus AB, AP Calculus BC, AP US History, AP European History, Fiance Honors, Business Honors, French 4 Honors, Spanish Honors

**Projected Coursework:** AP Physics, AP Language, AP Psychology, AP Statistics, Independent Study (IS)

**High School Experience**

The GRoff Science Leadership Competition,Warner High School (Random capitalization, change GRoff to Groff)

*Lead Competitor,* October 2018-Present (Make sure to have dates aligned to the right so it is easier to read)

* Organizer weekly study sessions with 10 students in order to boost subject-matter knowledge of competition material;communicated via email and Slack (Change organizer to organizing or organize, grammar error)
* Master physics and biology curriculum for case competitions,leading to a 75% win rate and 3rd place state ranking
* Construct and wired autonomous buses and go karts for robot competitions; built robots with 5 team members in one-hour time spans

Donald Pediatrics,Thousand Oaks,California

*Office Intern,* August 2017- September 2018

* Interned with Dr. Aaron Donald,DDS at both the front desk and alongside him learning proper health checkup techniques, how a physical is performed, and how to organize an office
* Performed and facilitated two physical and orthopedic checkups on daily basis; followed instructions in order to maintain patient happiness
* Organized office billing and patient paperwork on monthly basis, resulting in 30 minutes of weekly saved time

GSOT Group for Teenagers, Irvine,California (Make sure to show what GSOT means, the employer may want to know)

*Camp Counselor,*July 2017-August 2017

* Served as a group counselor at GSOT, an organization dedicated to rescue teenagers facing hardships,such as poverty,hunger, and domestic abuse,in Southern California area (add extra space after the comma because there is no space)
* Led group of 15 teenagers through daily trust-building activities in order to boost team cohesion
* Acquired 60 hours of volunteering through this organization

SoCal Cares,Santa Monica, California

*Children’s Volunteer,* May 2017-Present

* Act as liaison to families in order to communicate educational and behavioral needs to their children
* Attend mental health seminars and record notes on subjects presented;relay notes to 15 fellow volunteers during bi-weekly meetings
* Received Phillips Volunteering Medal for serving 150 hours of volunteering over the course of two seasons