**Olivia Brown**

777 42nd Ave San Francisco, CA | (415) 530-0189 |

**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

● I updated inventory online in google sheets and physically in a in a binder for items that are sold or new

● 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

* 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**

* Editing Programs that I can use PS Express, Adobe Photoshop LightRoom, Photoshop Fix, Final Cut Pro, iMovie

Trisha Takahashi

120 13th ave San Francisco, CA | 415-088-9675 | [trishat@gmail.com](mailto:trishat@gmail.com)

EDUCATION

Lowell Highschool

August 2018- June 2020

WORK EXPERIENCE

Mayor’s Youth Employment and Education Program (MYEEP)

Intern at Community Youth Center

06/2019- now

● Help program leaders in various activities

● Watched 20+ youth

● Teached kids life lessons

● Punished bad kids who did bad things

● Worked with money

Enterprise for Youth

Intern at The Olympic Club

May 2019- now

● Carried golf stuff

● Teached people how to hit ball

● 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

**Leo Leopard**

| 555 La Verne Way, La Verne, CA | [lleopard@laverne.edu](mailto:lleopard@laverne.edu) | (909) 555-5555 |

**OBJECTIVE**

To obtain an on-campus position serving my fellow students which utilizes my strong communication skills.

**EDUCATION**

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

Bachelor of Arts, Business Administration

GPA: 3.5

**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

**VOLUNTEER EXPERIENCE**

**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** *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

Language: Fluent in Spanish Social

Media: Facebook, Twitter,Instagram

Thea Cleopatra

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

**Home: (909) 555-1234**

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

[**lea.leopard@laverne.edu**](mailto:lea.leopard@laverne.edu)

Education

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

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 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**

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[First.last.yearbirth@gmail.com](mailto:First.last.yearbirth@gmail.com)

30 McVay Way Los Angeles, CA 90210

**Education**

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

GPA: 3.9/4.2

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

*Lead Competitor,* October 2018-Present

* Organizer weekly study sessions with 10 students in order to boost subject-matter knowledge of competition material;communicated via email and Slack
* 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

*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
* 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