

JOSHUA GARCIA

FIRST YEAR COLLEGE STUDENT

CONTACT

joshgarcia@email.com ✉

(123) 456-7890 📞

Cambridge, MA 📍

[LinkedIn](#) in

[Facebook](#) f

[Twitter](#) t

EDUCATION

B.A.

Psychology

Harvard University

August 2022 - current

Cambridge, MA

SKILLS

Critical Thinking

Problem-Solving Skills

Empathy

Microsoft Office

Google Suite

HOBBIES

Playing the piano

Listening to music

Homeless shelter volunteer

PROJECTS

#BreakTheStigma

Moderator

August 2022 - current

- Promoted a supportive community environment by providing empathetic responses to user posts dealing with personal mental health issues
- Worked with 5 moderators and launched social media campaigns that **increased engagement by 158% over 3 months**
- Used Google Suite to manage and coordinate team schedules and tasks, improving team efficiency by 27%
- Employed Microsoft Excel to track and analyze user engagement data and provide actionable insights to the campaign management team

Keys to the Future

Event Planner

January 2023 - March 2023

- Coordinated and executed 4 classical piano music events, promoting the study and performance of the genre
- **Boosted event attendance by 36%** by working with the marketing team to strategize and promote events with flyers and social media
- Ensured high-quality performance at each event by coordinating with musicians, sound engineers, and other personnel
- Conducted post-event surveys via Google Forms, collecting feedback from attendees to improve future events

Santa's Workshop

Gift Coordinator

September 2022 - December 2022

- Successfully raised \$16,000 for gift purchases by organizing local fundraising events
- Negotiated with toy manufacturers and retailers to secure donations, resulting in a 33% increase in gift volume
- **Reached 2,200+ children** by working with local community organizations and shelters to identify children in need
- Leveraged Google Calendar to schedule gift delivery dates and times, ensuring timely deliveries during the busy holiday season