RESUME GUDDE EVERYTHING YOU NEED TO KNOW

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RESUM **EVERYTHING YOU NEED TO KNOW**

WHY HAVE A RESUME?

A well-written resume is the beginning step in conducting a well-planned job search. The primary purpose of a resume is to market your skills, education and accomplishments related to your job objective in a way that you are invited for an interview...not a job!

GET STARTED WITH RESUME BUILDER

The Career Center has a one stop shop for you to create, store and share your resume from within SCOTLink.

TO GET STARTED:

LOGIN to SCOTLink at http://careers.ucr.edu and click Documents on the toolbar In the Resume Builder tab, click Create New Resume and complete each step, clicking Save and Continue to move to the next step:

- 1 Edit contact information
- 2,3 Select a template that best matches the position you are pursuing or your status as a student and then customize, add or move section categories
- 4 Create content for each section that best represents your qualifications relevant to your objective. Use action verbs to describe responsibilities in your experience.
- 5 Choose your style, save, don't forget to Activate it and YOU'RE DONE! Your resume/s is available to view, print and apply to job postings in SCOTjobs.

*Counselors in the Career Center are available to critique your resume during dropin or by appointment. Info at http://careers.ucr.edu.

THINGS TO DO WITH YOUR RESUME

ACTIVE JOB SEEKERS: Now that you have finished your resume, use it in one or more of the following ways to circulate your resume/s to potential employers.

- Place your resume into two of eight Opt-In Resume Books that are circulated to pre-screened employers who sign up with the Career Center. Here's how: in Documents, select Opt-In Resume Book tab and identify the resume you wish to submit. Click Select Resume Books, check box by Book name and submit. Info on our website, search: opt in.
- Submit your resume in advance (via RSVP) directly to employers attending a UCR Career Fair. Info on our website, search: career fairs students.
- Seniors, submit your resume to On-Campus Interview program to interview for a career position without even leaving the campus. Get that job before you graduate! Positions listed in SCOTJobs.

ADDITIONAL RESUME PREP RESOURCES

VIRTUAL CAREER CENTER: http://careers.ucr.edu, search: virtual career center

•Access to the Career Center's Resume Writing Skills Workshop online and downloadable handouts for additional guidelines for preparing your resume

O-NET: http://online.onetcenter.org/

 Occupational information to help you find key words to target your experience to a specific opportunity. Invaluable resource for tasks involved, knowledge, skills and abilities you need to succeed in that field, wage information, and more!

RESUME CHECKLIST

IS YOUR RESUME...

- Error free (both spelling and grammar)?
- Devoid of personal pronouns (I, me, my, we...)?
- ☐ A good reflection of how your skills and experience relate to the job?
- \square Concise (1 page)?

DOES YOUR RESUME...

- ☐ Use consistent formatting for dates, job accomplishments...?
- ☐ Display your strongest or most relevant qualifications near the top of the page or section?
- ☐ Highlight all your relevant experience whether it be paid or unpaid?
- Utilize action verbs and actionoriented language to describe your experience?
- Use industry language and key words to describe your experience?
- Demonstrate an understanding of the position you are seeking and/or the needs of the employer?



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RESUME WORKSHEET

CONTACT INFORMATION: (Name, address, phone, and email — use cell phone and a Hotmail, Yahoo, or Gmail address.)				
OBJECTIVE: (Clear, concise statement of your immediate objective.)				
EDUCATION: (Current school information. Relevant courses and GPA ONLY if required by employer.)				
EXPERIENCE: (Related Work, Volunteer, Paid or Unpaid. Most recent first with title, organization, location, and dates. Describe responsibilities with action verbs.)				
<u>1.</u>				
2.				
SKILLS: (Technology, languages, & "special skills.")				
ACTIVITIES & HONORS: (Volunteer Activities, Student Groups, Leadership Roles, Community Work, Scholarships, Academic Awards, and Research.)				

WHEN YOU FINISH, VISIT CAREERS.UCR.EDU & LOGIN TO SCOTLink TO START YOUR FIRST RESUME!

ADDITIONAL RESUME PREP RESOURCES

VIRTUAL CAREER CENTER: careers.ucr.edu, keyword: Virtual Career Center

•Access to the Career Center's Resume Writing Skills workshop online and downloadable handouts for additional guidelines for preparing your resume

ONET: http://online.onetcenter.org/

Address Phone City, State, Zip Email

Objective This is a clear, concise statement of your immediate employment objective. &/OR

Summary Using action verbs to maximize the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise, contain action words, and should sell your most marketable experiences and abilities.

Education List the most advanced degree you are completing, the area of study, the institution and date acquired (or projected). List most recent first, then previous degrees in reverse chronological order.

Relevant Course Work This category can be used to list six to eight courses that demonstrate an area of expertise or define specifics of a particular option within a major. These should be related to the employment objective.

Experience Begin with your most recent experience and include the job title, the employer, dates of employment and the job duties. Include internships and volunteer experience which directly or indirectly relate to your career objective. Use action verbs to describe what you did. Emphasize those skills that are transferable to the type of work you are seeking. If the experience is not related to your objective, use brief statements to describe the job function you performed. Incorporate some accomplishments within the job descriptions.

Examples of resume experience descriptions:

	Examples of resume experience descriptions.						
Mediocre		Better	Best				
1.	Filed papers	Filed papers and prepared	Provided clerical support for two managers				
		sensitive documents	in areas of file maintenance and				
			preparation and processing of sensitive				
			documentation				
2.	Managed database	Managed database and ensured	Managed database and ensured privacy of				
		privacy and security of system	system without any security breaches for				
			three consecutive years				
3.	Constructed Web	Constructed Web site using	Constructed Web site using graphics and				
	site	graphics and streaming media	streaming media resulting in increased hits				
			by 30% in the first six months				

Computer Skills It is important to list your experience with software, hardware and computer languages.

Language Skills Include any foreign languages in which you are fluent.

Honors & Activities List names of professional or campus organizations to which you belong. Include any offices or leadership positions that you have held. List any scholarships, honors or awards you have received. You may also include athletic, cultural or social interests especially if they directly or indirectly relate to the position or industry.

References You may include the phrase: "References available upon request" at the end of your resume. Do not list your references on the resume. They should be typed on a separate sheet with the same heading used on the resume.

Action Verbs

1. Analysis	Strengthened	Introduced	Bolstered
Abstracted	Supported	Invented	Briefed
Analyzed	Sustained	Launched	Cared
Appraised		Modified	Charged
Assessed	3. Communication	Originated	Clarified
Briefed	Addressed	Perceived	Coached
Clarified	Advertised	Performed	Comforted
Classified	Answered	Planned	Communicated
Compared	Briefed	Prioritized	Conducted
Computed	Communicated Corresponded	Produced	Consulted
Correlated	Debated	Promoted	Coordinated
Critiqued	Explained	Proposed Recommended	Demonstrated
Debated Defined	Expressed	Reduced	Educated
Determined	Facilitated	Restored	Emphasized Enabled
Diagnosed	Interpreted	Refined	Encouraged
Discrimination	Interpreted	Revamped	Enlightened
Dissected	Lectured	Set	Established
Evaluated	Listened	Shaped	Exercised
Examined	Narrated	Simplified	Explained
Identified	Prepared	Solved	Facilitated
Inspected	Presented	Styled	Fostered
Integrated	Publicized	Streamlined	Guided
Interpreted	Recorded	Substituted	Helped
Interviewed	Responded	Visualized	Implemented
Investigated	Spoke		Improved
Judged	Talked	5. Achievement	Influenced
Maintained	Wrote	Advanced	Informed
Mapped		Allowed	Inspired
Monitored	4. Creation &	Assured	Interpreted
Observed	Development	Bolstered	Investigated
Perceived	Acted	Eliminated	Lectured
Ranked	Adapted	Encouraged	Led
Read	Authorized	Expanded	Listened
Reasoned	Bolstered	Facilitated	Maintained
Related	Built	Fostered	Manipulated
Researched	Charged Clarified	Guaranteed	Modified
Reviewed	Composed	Improved	Motivated
Screened	Conceived	Increased	Observed
Scanned Solved	Corrected	Inspired Mastered	Perceived Persuaded
Studied	Created	Maximized	Promoted
Summarized	Designed	Minimized	Read
Surveyed	Developed Devised	Motivated	Reduced
Symbolized	Discovered	Obtained	Reflected
Synthesized	Drafted	Overcame	Reinforced
Verified	Eliminated	Promoted	Related
Visualized	Established	Provided	Restored
	Expanded	Reduced	Saved
2. Assistance	Expedited	Restored	Shared
Advised	Experimented	Stimulated	Solved
Bolstered	Facilitated	Strengthened	Spoke
Collaborated	Fashioned	Upgraded	Stimulated
Contributed	Fixed		Strengthened
Consulted	Formulated	6. Teaching &	Substituted
Cooperated	Generated	Counseling	Supported
Enlisted	Improved	Adapted	Sustained
Facilitated	Increased	Advised	Taught
Fostered	Influenced	Advocated	Trained
Helped	Initiated	Aided	Validated
Participated	Innovated	Applied	a 0
Referred Served	Instituted Integrated	Assessed Assisted	7. Operations Repairs
SELVEG	HIRSTAIGH	A SSISIPA	K#N91rc

Assisted

Instituted Integrated

Served

7. Operations & Repairs

Adjusted Assembled Adapted Balanced Bolstered Budgeted Clarified Built Corrected Catalogued Eliminated Clarified Classified Executed Expedited Collected Facilitated Compiled Fixed Composed Implemented Coordinated Installed Copied Modified Correlated Ordered Detailed Operated Developed Prepared Facilitated Prioritized Filed Produced Gathered Graphed Programmed Promoted Identified Inspected Ran Reduced Located Repaired Maintained Serviced (records) Set Mapped Sustained Met (deadlines) Transported Methodized Upheld Obtained Used Organized

Prepared 8. Negotiation Prioritized Advised Processed Advocated Programmed Arbitrated Ranked Bargained Recorded Expedited Reorganized Facilitated Reproduced Lobbied Retrieved Mediated Revamped Merged Reviewed Motivated Revised Scheduled Negotiated Persuaded Set Simplified Promoted Reconciled Solved Streamlined Solved

Planned

Utilized

9. Organization Synthesized
Accumulated Tabulated
Arranged Updated

10. Service Assisted Attended Cared Catered Delivered Entertained Facilitated Furnished Listened Maintained Prepared Procured Provided Satisfied Served Supplied

11. Persuasion
Aided
Advertised

Auctioned Bartered **Bolstered** Enlisted Facilitated Generated Helped Improved Led Maintained Motivated Negotiated Persuaded Promoted Purchased Raised Recommended Recruited Stimulated

12. Supervision & Management
Administered
Allocated
Approved
Arranged
Assigned
Authorized

Bolstered Coached Conducted Consulted Contracted Controlled Decided Delegated Directed Dispatched Educated Encouraged Enforced Evaluated Executed Exercised Expedited Facilitated Fired

Followed (through)

Fostered Hired Implemented Instructed Led Maintained Managed Met (deadlines) Monitored Motivated Organized Oversaw Planned Prepared Prioritized Promoted Purchased Regulated Reinforced Responded Retained Reviewed Selected

Set

Solved

Taught

Trained

Strengthened

Supervised

Action Verbs for Your Resume

solved

upgraded

Managamant
<u>Management</u> <u>Skills</u>
administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

moderated negotiated persuaded promoted publicized spoke translated wrote Research Skills

analyzed

clarified

collected

critiqued

diagnosed

evaluated

examined

extracted

identified

inspected

interpreted

interviewed

investigated

summarized

systematized

organized

reviewed

surveyed

Teaching Skills adapted advised clarified coached communicated developed enabled encouraged evaluated explained facilitated guided

informed instructed set goals stimulated trained

Financial Skills administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected

Creative Skills acted conceptualized

researched

created customized designed developed directed established fashioned illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped

compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated

Communication **Skills**

addressed arbitrated authored collaborated convinced corresponded drafted edited formulated influenced interpreted lectured mediated

transformed

Technical Skills

assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired

Helping Skills Leadership Skills assessed achieved coordinated assisted clarified delegated coached developed counseled directed demonstrated enlisted diagnosed executed educated expanded

facilitated expedited familiarized founded guided improved motivated initiated referred pioneered rehabilitated recruited represented reduced (losses) validated

Administrative or (problems) **Detail Skills** approved arranged catalogued classified

resolved restored spearheaded

collected

Job Landis

1234 Street Name · Riverside, CA 92521 · 555-555 · First.Lastname@ucr.edu

OBJECTIVE

To obtain a position as a Laboratory Research Assistant.

EDUCATION

B.S. Biological Sciences, University of California, Riverside

June 2015

LAB SKILLS

SDS-PAGE PCR/Cloning ELISA

Electrophoresis Spectrophotometry Computer Data Analysis

Amino acid analysis DNA/Extraction/Quantification Microscopy

SUMMARY OF QUALIFICATIONS

- Familiar with fundamental lab procedures including pipetting, buffer preparation and SDS PAGE
- PC Skills: Word, Excel, Powerpoint, Access
- Fluent in both English and Spanish

EXPERIENCE

Research Assistant, Department of Molecular Biology, UC Riverside

January 2011 – June 2011

Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production

- Performed IM injections in chickens
- Ran 80 blood samples through gas chromatograph to check T1 levels
- Prepared bone growth media for 8 sets of experiments

Intern, Pomona Valley Hospital Medical Center, Pomona, CA

May 2009 – June 2011

- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Learned basics of telemetry

ACTIVITIES/LEADERSHIP

President, Biological Sciences Club Swimming, Intramural basketball February 2011 – Present

COMMUNITY SERVICE

Volunteer, Habitat for Humanity Volunteer, Society for Prevention of Cruelty to Animals June 2008 - Present

May 2011

WORK EXPERIENCE

Team Lead, Best Burgers, Riverside, CA

June 2009 – Present

- Place orders and perform cashiering duties in high-volume fast food establishment
- Suggested new method of packaging orders which reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

RELEVANT COURSEWORK

Molecular and Cellular Biology (Lab), Pathology, Neurobiology

Sally Career

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521

OBJECTIVE: Seeking summer marketing internship position at Deckers Outdoor Corporation.

EDUCATION

B.A., **Business Administration** (*Marketing*), University of California, Riverside

June 2011

MARKETING EXPERIENCE

The Highlander Newspaper, UC Riverside

October 2009-Present

Advertising Account Executive

- Manage more than 100 clients and their advertising needs.
- Design advertising campaigns and marketing related plans utilizing AdPro software.
- Create and work with designers using Adobe software to develop effective advertisements.
- Raise approximately \$3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA

June 2009-September 2009

Advertising Intern

- Provided customer support for accounts including Hilton, Jenny Craig and Southern California Edison.
- Collaborated with a variety of departments including Account Management, Public Relations and Finance.
- Prepared briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

Strategic Analysis course, UC Riverside

Global Challenge Business Simulation Project

Winter 2008

- Forecasted markets, implemented new technology initiatives, maintained budget and managed production.
- Achieved the Warren Buffet Award denoting the highest cumulative shareholder return and stock price.

LEADERSHIP EXPERIENCE

Vice President, Delta Upsilon Fraternity, UC Riverside

September 2009-June 2011

- Established a mentor program in which members partner to provide tutoring and offer personal support.
- Developed online server to upload and share notes and readings from all classes taken by members.

Member, TOMS Club, UC Riverside

December 2009-June 2010

- Fundraised and created awareness to support projects and companies that help those less fortunate.
- Volunteered time, money and resources to help manage events and programs.

WORK EXPERIENCE

Server, Bob's Big Boy, Riverside, CA

January 2008-August 2008

- Provided excellent customer service, maintained cashier drawer and ensured accurate daily cash records.
- Worked 20 hours per week while attending school full time.

SKILLS

Computer: Minitab, Adobe CS, MATLAB, Microsoft Office: Word, Excel, PowerPoint, Access, Project, Visio **Language**: Bilingual in Spanish and English.

Presentations: Demonstrated experience developing and executing professional presentations to groups of up to 25. **Marketing**: Expert ability to develop customized marketing materials and strategies.

RELEVANT COURSEWORK

- Financial Evaluation
- Marketing Management
- Strategic Analysis

SCOT HIGHLANDER

1234 Street Name • Riverside, CA 92521 • first.lastname@gmail.com • 555.555.5555

OBJECTIVE: Seeking Mechanical Engineer I position with Northrop Grumman

EDUCATION

B.S., Mechanical Engineering, University of California, Riverside

June 2008

TECHNICAL SKILLS

Software: ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice

Programming: JAVA, C/C++

Operating Systems: Windows XP/NT, Unix (BSD, Solaris, Linux)

MECHANICAL ENGINEERING EXPERIENCE

Parker Aerospace, Irvine, CA

April 2007-Present

Mechanical Engineering Co-op

- Performing research and development on Parker's fuel inerting system
- Designing physical test housings to analyze various system parameters
- Modifying and reprogramming various Matlab files and graphical user interfaces utilizing Pro-E
- Reducing data in efforts to determine useful correlations between system parameters for specified tests

Senior Design Project, UC Riverside

January 2007-June 2008

Three-Wheeled Vehicle Design Team Project

- Collaborated with five engineers to design and prove the concept of a fully automated three wheeled vehicle
- Designed and strategically configured the necessary mechanical and electrical components to test the model

Mechanics of Materials course, UC Riverside

Fall 2007

Centrifugally Stiffened Solar Sail, NASA

- Designed full scale concept of a self-deploying solar sail with three team members
- Constructed and modeled prototype deployment device for testing aboard the International Space Station

WORK EXPERIENCE

Housing Department, UC Riverside

September 2003-June 2005

Resident Advisor

- Facilitated the personal growth of 550 residents, encouraged and enforced the compliance of community standards, and addressed various security issues in crisis situations
- Served as the Leadership Advisor to the students and participated in training on inclusive diversity practices
- Recruited and interviewed future resident advisors as part of a selection committee

LEADERSHIP

UC Riverside

January 2007-June 2008

College of Engineering Ambassador

- Provided tours to prospective students, organized recruitment events and arranged on-campus interviews
- Represented the College of Engineering in a public relations role while greeting industry representatives

PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside

American Society of Mechanical Engineers (ASME)

Tau Beta Pi, National Engineering Honor Society

Pi Tau Sigma, Mechanical Engineering Honor Society

National Society of Collegiate Scholars (NSCS)

KEVIN J. HERNANDEZ

123 Street Name, Riverside, CA 92507 (555) 555-5555 first.lastname@ucr.edu

EDUCATION

University of California, Riverside Bachelor of Arts in Economics, minor in Spanish

June 2016

EXPERIENCE

Office Assistant

Kelly Temporaries, Inc., Temecula, CA

08/2009 - Present

- Provide clerical support for several large corporate offices and law firms
- Execute administrative tasks efficiently by acquiring proficiency in Outlook 2007
- Regularly receive offers for permanent employment based on excellent performance

Lifeguard

Sand Point Country Club, Temecula, CA

2009 - 2011 (Summers)

- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas
- Supervised entertainment activities sponsored by country club
- Supervised coworkers during assigned shifts at check-in and concession stand
- Attended training courses and maintained CPR certification
- Taught summer swimming classes to children ages five to ten

Editor-in-Chief

Yearbook Committee, Garfield High School, Temecula, CA

08/2010 - 06/2011

- Led design and publication teams from initial layout through finished product
- Contacted and secured revenue from 30+ local businesses through yearbook advertisements
- Contributed stories and photographs included in the Senior Section
- Solicited feedback from students and teachers through surveys and interviews regarding sections to include in 2011 Yearbook

HONORS AND AWARDS

University of California, Riverside

Frontier Days Leadership in Volunteer Scholarship

Garfield High School, Temecula, CA

- National Honor Society: 2009, 2010, 2011
- AP Scholar with Distinction: 2010, 2011

COMPUTER SKILLS

Proficient in Microsoft Office in PC and Mac platforms

ACTIVITIES/INTERESTS

- Volunteer, Big Brother/Big Sisters
- 1st degree black belt, Tae Kwon Do
- Travel: Mexico, Jamaica

JEFFREY K. LEVASHEFF

1234 Street Name, Riverside, CA 92507, 555-555, first.lastname@ucr.edu

OBJECTIVE

To obtain the Program Coordinator position at United Way

EDUCATION

University of California, Riverside **Bachelor of Arts in History**, expected June 2012

GPA: 3.7

EXPERIENCE

Resident Advisor, UCR Housing Services, Riverside, CA September 2010 – Present

- Conduct interviews with over 200 student applicants and selected 56 residential advisors
- Plan and coordinate a two-week long mentor training program for 56 new student staff
- Provide guidance and support for all advisors throughout the entire school year

Student Representative, Chancellor Search Committee, UCR, Riverside, CA *May* 2010 – December 2010

- Selected by the Student Council to represent students in a search for the next university Chancellor
- Analyzed surveys, chaired focus groups, and created a website to promote transparency
- Contributed to the creation of public documents and selection of a search firm to ensure qualified candidate group

Administrative Intern, Center of Consumer and Environmental Health Services, Los Angeles, CA May 2010 – August 2010

- Raised \$1900 in 21 days in canvassing and advocacy on environmental, health and consumer issues
- Managed a small office; answered phones and provided customer service
- Wrote and distributed weekly emails, which served as the internal communication for employees

Management Intern, Community Youth Center, Riverside, CA

August 2009 - December 2009

- Developed organization's first "paperless" client filing system in Filemaker Pro, allowing front-line staff to more closely track trends in client needs
- Liaised with schools and community allied health agencies; made applicable referrals
- Helped maintain a 24-hour telephone service

Media Intern, El Pomar Foundation, Colorado Springs, CO

May 2008 – August 2008

- Selected from over 40 applicants to be one of 10 interns at a non-profit serving Colorado
- Created a statewide media contact database of over 550 media contacts
- Generated a contact list of over 1200 people and facilitated mailing the Annual Report
- Wrote press releases for media and a monthly e-newsletter for nonprofits nationwide

ACTIVITIES

- Amnesty International, UCR, 2007 Present
- Student Association for the Environment, 2007 Present

MARIELA VASQUEZ

1234 Street Name | Riverside, CA 92507 first.lastname@yahoo.com | (951) 555-XXXX

OBJECTIVE

Seeking the Resident Advisor position with UCR Housing Services.

EDUCATION

Bachelor of Science in Psychology, June 20XX

University of California, Riverside, GPA 3.6

Related Coursework: Adolescence and Emerging Adulthood, Social Psychology, Sociology of Education

PROGRAMMING EXPERIENCE

Fundraising Project, Nothing But Nets at UCR, Riverside, CA (January 2011 – June 2011)

- Member of Nothing But Nets at UCR, a student-led organization dedicated to educating, advocating, and fundraising for the United Nations to send nets to African countries to help stop the spread of malaria.
- Worked with a group of seven students raising over \$10,000 for research, mosquito net distribution, and literature.
- Researched the effects of malaria and developed promotional materials including posters and flyers for in-class presentations.
- Conducted 12 presentations to student organizations and classes to facilitate fundraising efforts and promote awareness of the malaria epidemic in Africa.

WORK EXPERIENCE

Shift Leader, In-N-Out Burger, Riverside, CA (October 2010 – Present)

- Promoted to Shift Leader after five months of exceeding performance expectations as a Cashier.
- Train and supervise ten staff members. Provide input for new hire performance reviews and identify areas for additional training.
- Provide outstanding customer service using effective interpersonal and problem-solving skills.
- Act as cashier; entrusted with responsibility to record and deliver bank deposits.
- Maintain accurate inventory count of all products.
- Enforce proper food sanitation policies and procedures with team members.

ACTIVITIES

Member, Nothing But Nets at UCR Member, Psychology Club

SKILLS

- Demonstrated ability to enforce policies and procedures in a leadership capacity.
- Excellent interpersonal skills to develop positive relationships with peers and colleagues.
- Planning skills to conceptualize and execute successful programs.
- Proficient in Microsoft Word, Excel and Access in PC and Mac platforms.

123 Street Name ♦ Riverside, CA 92507 ♦555-5555 ♦ first.lastname@ucr.edu

EDUCATION

Bachelor of Arts in Economics (minor in Spanish), expected June 2012

University of California, Riverside

- GPA: 3.9
- Dean's List (all quarters)
- Order of Omega Honor Society awarded to 100 students out of 4000 for academics and leadership
- Senior Thesis: "The Rise of China: The Impact of its Growth on the World Economy"

London School of Economics, Cambridge, UK (Junior Year Abroad)

- Coursework: Principles of Finance, Game Theory, Industrial Economics
- Received First Class Honors in all coursework

EXPERIENCE

Accounting Intern - Carter, Belcourt & Atkinson, CPAs - Upland, CA

May 2011 - August 2011

- Researched four industries (coal, oil, construction, and lumber) to provide forecast summaries used for new business pitches
- Wrote company's college recruiting brochure distributed at career fairs statewide
- Confirmed accuracy of general accounts for several client firms

Patent File and Case Assistant - Wilson, Sonsini, Goodrich & Rosati - San Diego, CA

Summers 2009 and 2010

- Wrote 25+ executive summaries on potential corporate clients
- Collected patents, patent applications, and articles from medical journals relating to the clients' technology
- Prepared a detailed report discussing the emergence of biotechnology and venture capital markets in China, and helped present to leadership staff
- Summarized recent case law, mostly relating to tort and strict liability, pertaining to the issue of drug reimportation from Canada

Research Intern - PMeder & Company Executive Recruiters - Lake Forest, IL

June 2008 – August 2008

- Conducted extensive internet research to help McDonald's source a new corporate nutritionist
- Developed comprehensive company staffing lists for targeted employers in the automotive industry
- Created a prospective candidate database tracking all activity on existing searches

ACTIVITES/INTERESTS

- Economics Club, UCR, 2008 Present
- Soup Kitchen Volunteer, St. Jude's Catholic Worker House, Summers 2002 2008
- HIV Coalition Volunteer, Summers 2002 2008
- Interests include travel, fly fishing, and Italian Cooking

LANGUAGE SKILLS

• Proficient in written and conversational French