

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.