

John Doe

Berkeley, CA • youremail@berkeley.edu • + 1 (000) 000-0000

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY
Bachelor of Arts: Major in English, Minor in Rhetoric
Relevant Coursework

Berkeley, CA
2021-2025 (anticipated)

WORK EXPERIENCE

UNIVERSITY OF CALIFORNIA, BERKELEY
Transfer Center Peer

Berkeley, CA
SEPTEMBER 2023-Present

- Collaborate with a 7-person team to design, develop, and launch programming for recent transfer students introducing Berkeley resources; Counseling & Psychology Services, Financial Aid, Queer Alliance Resource Center, Berkeley Career Engagement, and more
- Develop strategic insights through a review of University enrollment data about common themes in transfer enrollment; community college attended, financial aid recipients, and other identified metrics and apply them to program development for a student base of 5,000
- Manage and execute various administrative responsibilities to meet deadlines and project goals (completing forms, planning outreach, monitoring email, and updating point of contact data for campus partners)
- Engage with all students according to confidentiality and standards outlined in FERPA
- Communicate with team members and student constituents through email, in-person front desk staffing, programs, and team meetings
- Design flyers and posters to advertise Transfer Center offerings for social media posts and in newsletters (Canva, Adobe)

FREELANCE
English Tutor

Berkeley, CA
MARCH 2022-December 2023

- Virtually instructed and supervised 8 high school students in all aspects of English reading and writing; comprehension, grammar, syntax, style, and citation (MLA & Chicago) resulting in grade improvement for 100% of students
- Designed and improved instruction materials to ensure outcomes for each student based on individual learning styles, temperament, and needs over virtual appointments using Zoom
- Supported students through a collaborative, empathetic tutoring style with professionalism and pragmatism
- Interfaced with students, parents, and teachers as necessary to ensure improved grade outcomes

LEADERSHIP EXPERIENCE

BOOKS FOR LIFE JANUARY 2022-Present
President

- Led a multicultural club of book enthusiasts to develop and launch a book fair event featuring 100 BIPOC authors from multiple genres through detailed planning and research
- Manage club membership and activities through weekly meetings, strategic planning, and recruitment events

PROGRAMS, SKILLS, SOFTWARE

Team Management: Asana, Notion, Trello, project design & deadline tracking, motivation & positive psychology for groups

Technical Skills: G Suite (expertise in forms, slides & sheets), InDesign for publication process, Microsoft Word, Canva

Writing & Editing: Design and edit documents for tone, style, grammar, spelling and citation (APA, MA, Chicago)