

# Your Name

Berkeley, CA 94713 | username@berkeley.edu | 510-123-4567 | LinkedIn URL

## EDUCATION

**University of California, Berkeley**  
Master of Public Health

20XX

**University of California, Berkeley**  
Bachelor of Arts in Sociology

20XX  
GPA 3.65

## RELEVANT COURSEWORK

Sociology of Poverty, Organizations and Social Institutions, Data Science for Social Impact, Research Design and Sociological Methods

## FELLOWSHIPS & GRANTS

- Blue Shield of California Health Equity Fellowship
- Cal Alumni Association Achievement Award Program

20XX  
20XX

## RESEARCH EXPERIENCE

*Research Apprentice - UC Berkeley Department of Sociology*

20XX-20XX

Advisor: Dr. Jane Smith, Undergraduate Research Apprenticeship Program (URAP)

- Collaborated with a team to conduct data analysis in R and Excel to understand the impacts of green spaces on children living in urban areas
- Developed visualizations using Excel and infographics utilizing Canva to communicate research findings to diverse audiences
- Conducted literature review to gather research on green spaces impacts on children in global urban areas and craft written overview of research to present findings to lead researcher

## PROFESSIONAL EXPERIENCE

*Public Health Outreach Associate - Safe Passages*, Oakland, CA

20XX-20XX

- Conducted outreach via in-person, email campaigns, and phone calls to educate communities in Oakland about health and social support resources
- Led workshops for K-12 students in groups of 10-30 students on health topics included mental health, environmental health, and stress management
- Worked with program manager to collect and analyze data in Excel and developed visualizations for program reports and grant proposals
- Interviewed community members about their health concerns and compiled a report to communicate trends

## LEADERSHIP EXPERIENCE

*Professional Development Coordinator - Berkeley Undergraduate Sociology Association*

20XX-20XX

- Planned and implemented 3-4 professional development events with faculty, alumni, and industry professionals to help members explore diverse career pathways each semester
- Developed a survey using Qualtrics and analyze survey results to gather insights from members to understand professional development needs

*Health Education Coordinator - Berkeley Student Cooperative*

20XX-20XX

- Developed programs and services in partnership with Health Worker Coordinator and Health Workers to support member health needs
- Assessed the health needs of members through Google Form and determined programs and services that would best meet these needs

- Created a grant proposal and was awarded \$2,000 to provide specialized training around mental health resources and approaches to support members

*Writing Tutor - UC Berkeley Student Learning Center* 20XX-20XX

- Provided individual and group tutoring sessions to support in the development of writing skills
- Co-facilitated writing workshops with other tutors for groups of 10-20 students

## COMMUNITY SERVICE

*Volunteer - City of Oakland Community Gardening Program, Oakland, CA* 20XX-Present

- Work with volunteers to maintain community gardens and organize gardening supplies each week

*Coordinator - UC Berkeley Paws for Mental Health* 20XX-20XX

- Planned events and tabling opportunities and mobilized volunteers to promote mental through canine companions for the UC Berkeley campus community

## ADDITIONAL WORK EXPERIENCE

*Assistant Store Manager - Starbucks, Concord, CA* 20XX-20XX

- Coordinated training sessions for staff with store manager for 5 staff on a monthly basis on topics related to store operations and professional development
- Ensured health and safety of staff by adhering to company protocols and providing equipment and resources to staff
- Provided quality and attentive service to diverse customers and resolved any issues or complaints

## PRESENTATIONS

*Presentation Title*

*Minorities in Health, 20XX*

- Presented research on the benefits of gardens and green spaces for low-income urban communities

## PUBLICATIONS

Last Name, First Name. (20XX). Article Title. *Eleven: The Undergraduate Journal of Sociology*, Volume (Issue), Page range.

## SKILLS

**Technical Skills:** R, Microsoft Office Suite (Word, Excel, and PowerPoint), Google Suite (Docs, Sheets, Slides), Qualtrics

**Language Skills:** Bilingual in Tagalog and English

*\* Please note that all sections are not required to include on a CV. Choose the sections that make sense to communicate your experiences and skills.*

*\*\* Use the citation structure (APA, MLA, etc.) that is appropriate for your discipline for presentations and publications.*