**Ana Flores**

Berkeley, CA | 1-234-5678 | aflores@berkeley.edu

**EDUCATION**

**Bachelor of Arts in Sociology**  Expected Graduation May 2025

University of California, Berkeley

**Associate of Arts Degree for Transfer in Social Work and Human Services** May 2023

Fullerton College

**WORK EXPERIENCE**

**EOP Intake Intern** May 2024 - Present

UC Berkeley Educational Opportunity Program (EOP), Berkeley, CA

* Serve as the first point of contact for students and the community to ensure adequate support on inquires about the program, services, and offerings in EOP and the university
* Provide peer-to-peer support to participants in the program and help create a sense of community by hosting social events for networking
* Facilitate workshops on various topics including EOP services, resume and cover letter writing, networking with peers and professors
* Participate in professional development to increase competence in program and campus resources and services, essentials in coordination and facilitation of works and events

**Youth Development Staff**  May 2022 - May 2023

YMCA of Orange County, Fullerton, CA

* Planned, implemented, and oversaw curriculum activities for participants, including homework assistance, social-emotional learning, arts and crafts, STEM/STEAM, and physical education
* Fostered youth success through mentorship, guidance, and encouragement, actively encouraging program engagement and participation for 10+ students.
* Conducted ongoing assessments of programs, services, and activities to uphold participant safety, maintain program excellence, and ensure a well-maintained classroom environment.
* Supported participants in making positive choices by implementing appropriate disciplinary actions when needed to create a stable and nurturing atmosphere conducive to their success.
* Communicated and worked effectively with participants, staff, parents, school personnel, and community partners

**Student Assistant** September 2021 - April 2023

Fullerton College Financial Aid Department, Fullerton, CA

* Answered inquiries over the phone, in-person, and through email regarding financial aid status, scholarships, FAFSA submissions, and resources offered
* Facilitated workshops to small and large groups of students and community members on how to pay for college, and complete FAFSA and California Dream Act application

**SKILLS**

* Bilingual in Spanish and English
* Experience with Microsoft Word and Google Suite: Word, Excel, Powerpoint, Publisher, Docs, Spreadsheets, Forms