1111 Main St, San Diego, 92129 • abcd@gmail.com / abcd@ucsd.edu • (123) 456-7890

Qualifications & Skills

Qualifications:

- Able to speak and act professional manner to everyone.
- Organized and tidy with a critical problem-solving mindset.
- Passion to learn new things and always open to criticism.

Technical Skills: SolidWorks, Fusion 360, Blender, Java, Python, C++, R, Matlab, SQL, HLA

Languages: English: Fluent, Mandarin: Intermediate

Education

University of California, San Diego

La Jolla, CA

BS. Mathematics-Economics. Minor in Computer Science. GPA 3.95

Relevant Coursework: Probability & Statistics, Microeconomics, Data Structures, Data Science

Experience

Pacific Escrow El Monte, CA

Escrow Officer Assistant

July 2023 – September 2023

- Organized and book-kept escrow files; ordered documents for escrow, including HOA Documentation, Demand, Home Warranty, Title Documents, and others related to real estate transactions resulting in an organized and tidy workspace.
- Prepared closing escrow documentation and packed closing packages for clients.
- Gained organizational, bookkeeping, office, and communication experience and skills.

Dr. Cheng's Dental

San Gabriel, CA

Dental Clinic Receptionist

August 2021 – August 2022

- Maintained and sorted 100s of patient records and charts, updated payment ledgers, recorded treatment plans, utilized advanced tools in Dentrix and Excel software creating a functional workflow.
- Checked in patients, followed up on their payments and insurances, and scheduled future appointments increasing retention.
- Gained organizational, clerical, and clientele experience and skills.

UCSD Keyboard Club

La Jolla, CA

Workshop Team Officer

October 2023 – PRESENT

- Orchestrated and executed 3 different workshops for over 100 students to learn more about designing and creating keyboards and desktop peripheral-related projects, producing skills that can be utilized for their own passions and projects.
- Taught hands-on skills, software, and machinery such as Blender, CAD, Soldering, 3D printing, CNC, etc. within the UCSD MakerSpace to multiple sessions of around 15 students to help produce interest in engineering practices.
- Served as the front public-facing platform for students to get involved in the club and MakerSpace.

Professional Involvement & Academic Achievement

UCSD ASCE: Sun God Vendor's Committee Member

February 2023 – May 2023

Awards/Certifications: SolidWorks CSWA Academic Certification, Eagle Scout, AP Scholar with Distinction, California Scholarship Federation, SAT: 1530