
JANE DOE

California | (xxx) xxx – xxxx | janedoe45@ucsd.edu

SUMMARY OF QUALIFICATIONS

- Fluent in English and Spanish
- Excellent interpersonal and communication skills
- Experience working within a team in a fast-paced environment
- Experience facilitating workshops and discussions surrounding health topics
- Experience working with diverse student populations
- Proven leadership skills through involvement in student organizations

EDUCATION

Bachelor of Arts, Global Health, University of California, San Diego - December 2025

WORK EXPERIENCE

Certified Enrollment Counselor, San Diego Family Care Center, San Diego, CA (1/19 - 6/19)

- Assisted patients and community members with health insurance enrollment applications for Medi-Cal and Covered CA Marketplace platform
- Introduced patients to clinic programs and services
- Provided community resources at health fairs, school meetings, and other similar community events
- Built relationships with community partners by participating in outreach events to connect with potential patients
- Maintained accurate, confidential records of enrollment and other relevant information
- Enrolled individuals in their chosen healthcare plans and ensuring they understood their coverage details

Community Organizer, SAY San Diego, San Diego, CA (1/16 - 6/19)

- Addressed alcohol and other drug (AOD) issues among youth in San Diego County
- Served as a liaison between community partners and health prevention specialists
- Designed social media content and other graphics as needed

Student Health Advocate, UCSD Health Promotion Department, La Jolla, CA (4/14 – 6/17)

- Elected to President officer position (Fall 2016)
- Elected to Alcohol and Other Drugs Officer position (Fall 2015 - June 2016)
- Recruitment committee facilitator: advertised SHA program across campus, reviewed student applications, interviewed prospective SHAs, and advised on selection of new peer educators
- Led student workshops and campus campaigns covering alcohol, marijuana, and other drugs

Interpreter, UC San Diego Student-Run Free Clinic, San Diego, CA (7/17 - 12/18)

- Worked alongside medical students and attendings as a Spanish interpreter for patients

Hospital Volunteer, UC San Diego Thornton Hospital, La Jolla, CA (09/14 - 06/15)

- Assisted 20+ patients during pre-registration in radiology department to minimize overflow in waiting areas