

**Jodi J. Roe**  
jroe@ucsd.edu ❖ (XXX) XXX-XXXX

---

## EDUCATION

---

### University of California, San Diego

**Expected Graduation: June 2025**

*B.S. Design and Interaction, Cognitive Science*

- Provost Honors; 3.94 GPA
- University of California, San Diego - Global Seminar in London, United Kingdom (Summer 2022)
- Design Co., Product Space

## WORK EXPERIENCE

---

### UCSD Seventh College Residence Life

**September 2022 – Present**

*Office Assistant*

*San Diego, CA*

- Provided customer service for students, staff, and visitors by providing resources and answering questions.
- Provided office support including filing, photocopying, maintaining logs for lockouts and equipment check-out, and data entry in Google spreadsheets.
- Implemented other tasks or projects assigned by professional staff, such as designing posters for office use.

### Kobeissi Properties

**June 2020 – July 2021**

*Real Estate Agent Secretary*

*La Canada Flintridge, CA*

- Designed monthly listing advertisements for flyers and local newspapers.
- Completed monthly housing market research reports using the MLS Listings database and Zillow.
- Created, organized, and managed paperwork and contracts through Lone Wolf zipForm Edition and DocuSign.
- Digitized previous paperwork to Google Sheets for an updated and accessible filing system.
- Corresponded with clients, agents, and other necessary business partners by email and phone.

### CVHS Theater Department

**September 2017 – June 2019**

*Stage Crew*

*La Crescenta, CA*

- Built leadership, communication, and collaborative skills by working as stage manager, assistant stage manager, lighting designer, sound operator, and more for various events.

## VOLUNTEER EXPERIENCE

---

### La Crescenta Library

**June 2017 – September 2020**

*Volunteer*

*La Crescenta, CA*

- Facilitated discussion on creative and inclusive ways to improve teen programs as a part of the Teen Advisory Board (TAB), such as an LGBTQ+ friendly prom and college application seminars.
- Organized and set up library programs and events for adult and teen patrons.
- Provided customer service at the front desk to library patrons by answering any questions or concerns.

## SKILLS

---

- Microsoft Excel; Google Suite; HTML/CSS; Problem-solving; Communication; Organization; Adaptability