**Leila Ghazvini**

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**EDUCATION**

**University of Southern California** *August 2024 - Present*

*Masters of Urban Planning with a concentration in Planning for Climate Change and S*

* *Scholarships:* Dean’s Merit Scholarship, James Irvine California Scholarship

**University of California Santa Cruz** *September 2020-June 2023*

*Bachelor of Arts, Environmental Studies with a concentration in Geographic Information Systems*

* *Honors:* Dean’s Honors List, Cum Laude distinction (3.9 GPA)
* *Leadership:* Vice President of Planned Parenthood Generation Action, Social Media Coordinator of Iranian Student Union

**EXPERIENCE**

**Study Hut**  Palos Verdes, CA

*Tutor December 2023 - Present*

* Successfully tutor 50+ students in a variety of subjects including: Algebra, Geometry, Biology, and Chemistry, English, History
* Provided individualized and engaged instruction for all students
* Facilitated clear communication with parents of students

**UCSC Environmental Studies Internship Office** Santa Cruz, CA

*Office Assistant September 2022 - June 2023*

* Assisted with website development and design, streamlining the internship application process
* Executed administrative work for the internship course, helping the program run smoothly
* Communicated with 30+ staff members and 100+ students, refining the internship administrative process
* Performed data entry with Google Sheets and organized student files
* Connected students with internships that fit their interests and assisted them with the enrollment process
* Completed organizational work including filing and printing etc. which increased office efficiency

**UCSC Cowell Coffee Shop Co-op** Santa Cruz, CA

*Intern*  *January 2023 - March 2023*

* Prepared fresh organic food for hundreds of students combating food insecurity on campus
* Learned how to cook a variety of dishes from various cultures and taught others how to cook
* Maintained a positive attitude in a team-centered environment

**UCSC Disability Resource Center**  Santa Cruz, CA

*DRC Notetaker*  *January 2023 - March 2023*

* Assisted disadvantaged students with disability accommodations, helping bridge the gap in education
* Watched and summarized lectures to assist students with their learning in each course
* Compiled and organized notes for each course from the entire quarter into an easy to comprehend format

**Vitae Diagnostics**  Redondo Beach, CA

*Administrative Clerk April 2021 - August 2021*

* Performed data entry with Microsoft Excel, Google Sheets, and Labdaq
* Completed administrative work including filing, printing, etc. in order to organize patient files
* Assisted customers at the front desk with medical test administrative work
* Distributed test results to patients and input patient information for 300+ patients which assisted in facilitating their medical care
* Worked with a team of 10+ doctors and nurses to help improve coordination between lab and patient outreach

**SKILLS**

* **Software**: ArcGIS, Microsoft (Powerpoint, Excel, Access), Google Sheets and Slides, WCMS, JMP
* **Languages**: English (Native), Farsi (conversational), Spanish (elementary)