

David Reyes

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EDUCATION

University of California, Irvine

June 20XX

Bachelor of Arts

EXPERIENCE

California Pizza Kitchen, San Bernardino, CA

Sept. 20XX – Aug. 20XX

Host

- Greeted and seated over 200 guests per night and provided quality customer service at a fast-paced restaurant
- Trained 5 hosts and provided guidance to other staff through hands-on training and real-time feedback
- Maintained constant, clear communication with wait staff and other front-of-house staff to ensure quality service

Arts for All, Colton, CA

July 20XX – Dec. 20XX

Art Teaching Assistant Volunteer

- Collaborated with an art teacher to discuss upcoming activities to instruct a class of 20 second graders on painting, drawing and sketching skills each week
- Developed a lesson plan and personally conducted a class lesson on watercolor to students
- Utilized teaching and Spanish language skills in a bilingual setting

LEADERSHIP EXPERIENCE

Key Club, Fontana, CA

Sept. 20XX – June 20XX

President, Sept. 20XX - June 20XX

- Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 members
- Managed a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the year
- Outreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students

Treasurer, Sept. 20XX- June 20XX

- Managed all finances for a budget of \$750, including allocating funds across multiple projects
- Spearheaded the Walk-a-Thon and KC Bake Sale fundraisers which generated over \$500 from each event

ACTIVITIES

Photographers' Society, University of California, Irvine

January 20XX – Present

Member

- Participate in weekly meetings and discussions related to the methods, arts and equipment for photography

SKILLS

Language: Fluent in Spanish

Computer: Proficient with Microsoft Office, Adobe Creative Suite, HTML, InDesign