

**Leo Leopard**  
555 La Verne Way, La Verne, CA  
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(909) 555---5555

### **OBJECTIVE**

To obtain an on---campus position serving my fellow students which utilizes my strong communication skills.

### **EDUCATION**

**University of La Verne, La Verne, CA**  
Bachelor of Arts, Business Administration  
GPA: 3.5

Expected Graduation: June 2016

### **HONORS/AWARDS**

**Dean's List**

Fall 2013 – Spring 2014

### **ON CAMPUS INVOLVEMENT**

**Enactus, University of La Verne**  
*Member*

August 2013 – Present

- Implement collective ideas to sponsor campus and community events which promote educational and social change
- Led groups of 9 junior high students in discussion on success skills, business ethics, and personal finances
- Co---designed 17 minute audio---visual presentation accurately and creatively describing project for use in regional and national competition

### **VOLUNTEER EXPERIENCE**

**LionLike MindState, Pomona, CA**  
*Volunteer*

June 2012 – Present

- Plan two yearly outreach events to highlight community members' creativity in spoken word, poetry, music, and art

**YMCA, Pomona, CA**  
*Volunteer Swim Coach*

Summer 2013, 2014

- Instructed classes of up to 15 children on basic swimming skills
- Communicated regularly with parents on children's progress

### **SKILLS**

**Computer:** Proficient in Windows and Mac OS, Microsoft Word, PowerPoint, and Excel

**Language:** Fluent in Spanish

**Social Media:** Facebook, Twitter, Instagram

## **Lea Leopard**

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### **EDUCATION**

#### **Bachelor of Science, Sociology**

**May 2015**

University of La Verne, La Verne, CA

### **RELATED COUSEWORK** (in progress \*)

- Social Problems
- Research Methods
- Sociology of Deviance\*
- Senior Thesis \*(Adolescents and deviance)

### **INTERNSHIP EXPERIENCE**

#### **Case Management Intern**

**June 2014 – Present**

T.Y.K.E.S. Resource Center, Chino, CA

- Collaborate with community agencies and nonprofit organizations to locate available resources for parents in need of social services
- Assess need and recommend services for diverse families with children birth to five years of age
- Co-lead the facilitation of court mandated parenting classes

#### **Intern**

**June 2013 – August 2013**

Pals Program, Human Services Department, Anaheim, CA

- Facilitated educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens
- Provided tutoring in math, science, and writing to high school age students

### **WORK EXPERIENCE**

#### **Front Office Assistant**

**August 2012 - Present**

University of La Verne, Career Services

- Greet guests, answer questions, and provide information to client inquiries
- Schedule appointments, with proper follow-up to clients and counselors
- Answer telephones, direct calls, monitor voicemail and take messages
- Create, monitor and file office records
- Maintain supplies, resources. Keep office clean and resources/supplies stocked.

### **On-Campus Involvement**

#### **President**

**August 2013 - Present**

Sociology and Anthropology Club

- Lead weekly meetings, create agenda, and follow up on member inquiries
- Schedule guest speakers to enhance member knowledge and create networking opportunities

#### **Events Coordinator**

**September 2012 – May 2013**

Campus Activities Board

- Contacted and hired vendors for various events on campus
- Worked with University Risk Management Department to secure contracts
- Managed a budget of \$8000

### **ADDITIONAL SKILLS**

- Fluent in Spanish
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Knowledge of Adobe

