

# Rachel Li

123-456-7890  
JohnDoe@ucsd.edu  
San Diego, CA

---

## Skills

Team management  
Client liaison  
Marketing campaign management

---

## Hobbies

---

Photography/Photo editing  
Themed concept event creation

---

## Experience

### Events Reservations Assistant / UC San Diego

September 2023 - Present

*Manage reservations for University Centers and Open Desk at UC San Diego*

- Process 1500+ bookings for meeting rooms, event spaces, and study rooms throughout a quarter.
- Ensure timely invoicing and responsive client communication via email, phone, and in-person interactions.

### Events and Marketing Assistant / UCSD Campus Events Office

August 2022 - Present

*Lead UCSD's Triton Fest, a late-night student event series, attracting a consistent 1000+ attendees, contributing to a vibrant campus community.*

- Collaborate with team members to devise and implement a comprehensive marketing plan, utilizing both digital and print materials, resulting in increased event visibility.
- Oversee the end-to-end event process, from brainstorming to vendor/artist contracting and day-of-event setup.
- Mobilize and direct groups of 30+ volunteers to efficiently set up and manage successful events.
- Utilize data analytics and spreadsheet management to organize and analyze large volumes of event-related data, optimizing decision-making processes.
- Craft engaging newsletters to the student body, effectively communicating event details and fostering anticipation.

---

## Education

---

### UC San Diego / International Studies - International Business

AUGUST 2021 - ONGOING, GPA: 3.8

Expected Graduation: June 2025

Relevant Coursework: Managerial Accounting, Business Statistics, Marketing, Intro to Computer Graphics