

Your Name

youremail@berkeley.edu | Berkeley, CA | linkedin.com/in/yourname

EDUCATION

University of California, Berkeley
Degree Sought

May 2028
GPA: Optional

Relevant Coursework:

WORK EXPERIENCE

East Bay Consortium

Tutor and Mentor

Oakland, CA
July 2024 – Present

- Instruct over +200 members ranging from infants to adults in private/group lessons with evaluations
- Planned and organized daily schedule of swim instructions for students
- Taught students for basic and advanced swimming needs.
- Administered swim assessments to record strengths and weaknesses of each student in class to track progress

Target

Sales Associate

Oakland, CA
January 2024 – July 2024

- Collaborated with 25 team members to achieve daily sales goals and uphold store cleanliness standards for 2000 daily customers
- Maintained neat and organized merchandise displays for over 500 products to enhance store presentation and customer appeal.
- Assisted in inventory management by conducting regular stock checks and restocking shelves as needed.

LEADERSHIP & INVOLVEMENT

Oakland High School Soccer Team, Member

Oakland, CA

- Led 22 players through regular training sessions and matches, fostering teamwork and sportsmanship.
- Communicated with coaches, officials, and teammates to ensure smooth coordination on and off the field.
- Organized travel for 30+ people; coordinated with school office and prepared risk management documents

Oakland High School Amnesty International Club

Member

Oakland, CA
August 2022 – May 2024

- Discussed current events and political issues with a teacher and 10 students to understand how we impact social issues in a global environment
- Wrote letters to advocate for the release of wrongfully incarcerated individuals around the world who have exercised their rights to free speech
- Participated in field trips to historic sites and museums like the Museum of Tolerance and the Black History Museum to learn about the history of different people groups in America

SKILLS

Software: Google Drive, Microsoft Office, Adobe Products

Language: Fluent in Spanish

Communication: Sales techniques, coaching students, leading team meetings, facilitating tough conversations

Interests: Writing, Reading, Photography, Music, Painting, Drawing

action verb + what you did (quantify) + why/outcome (impact)