

Salwa Sarpas

La Jolla, CA | 555-555-555 | @gmail.com | @ucsd.edu

EDUCATION

University of California, San Diego

Bachelor of Arts- International Business/Masters in International Affairs

La Jolla, CA

Graduation Date: Jun 2025

University of California, San Diego

Masters in International Affairs

La Jolla, CA

Graduation Date: Jun 2026

WORK EXPERIENCE

UC San Diego Foundation Board

Operations Assistant

La Jolla, CA

Nov 2023 - Present

- Maintained and updated the organization's website and online portal, ensuring all information is current and accurate.
- Organized and maintained constituent records and internal files with a high level of accuracy and confidentiality.
- Conducted comprehensive research and contributed to the writing and editing of official correspondence and detailed reports for the Foundation.
- Provided comprehensive administrative support, including data entry, file management, and document preparation.

UC San Diego Bookstore

Customer Service Assistant

La Jolla, CA

Jan 2022 - Nov 2023

- Producing personalized apparel design visuals through Canva and Adobe Photoshop, resulting in rapid sell-outs and a substantial uptick in sales.
- Initiated and managed time-bound projects to ensure timely completion.
- Assisting the Director of the Bookstore by using Oracle to manage the Bookstore's database, and by acquiring logistical projects that in turn decrease operational costs and increase cash flow. Exhibiting accountability by independently managing sensitive projects and maintaining confidentiality.

SKILLS

Skills: Microsoft Office, Excel, Oracle Database, Research, Problem-Solving, Critical Thinking, Leadership, Active Listening, Managing Conflict, Collaboration, Organization, Communication, and Time Management

LEADERSHIP EXPERIENCE

Representative for Congressman Harley Rouda's

City Representative

Newport Beach, CA

Dec 2020 - May 2021

- Respectfully collaborated amongst representatives to discuss topics of concern that hail from communities within Orange County which resulted in having the Congressman co-sponsor legislation in Congress.