

KEVIN J. HERNANDEZ

123 Street Name, Riverside, CA 92507 (555) 555-5555 first.lastname@ucr.edu

EDUCATION

University of California, Riverside

Bachelor of Arts in Economics, *minor in Spanish*

June 2016

EXPERIENCE

Office Assistant

Kelly Temporaries, Inc., Temecula, CA

08/2009 – Present

- Provide clerical support for several large corporate offices and law firms
- Execute administrative tasks efficiently by acquiring proficiency in Outlook 2007
- Regularly receive offers for permanent employment based on excellent performance

Lifeguard

Sand Point Country Club, Temecula, CA

2009 – 2011 (Summers)

- Monitored swimming areas for rule violations and drowning victims
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas
- Supervised entertainment activities sponsored by country club
- Supervised coworkers during assigned shifts at check-in and concession stand
- Attended training courses and maintained CPR certification
- Taught summer swimming classes to children ages five to ten

Editor-in-Chief

Yearbook Committee, Garfield High School, Temecula, CA

08/2010 – 06/2011

- Led design and publication teams from initial layout through finished product
- Contacted and secured revenue from 30+ local businesses through yearbook advertisements
- Contributed stories and photographs included in the Senior Section
- Solicited feedback from students and teachers through surveys and interviews regarding sections to include in 2011 Yearbook

HONORS AND AWARDS

University of California, Riverside

- Frontier Days Leadership in Volunteer Scholarship

Garfield High School, Temecula, CA

- National Honor Society: 2009, 2010, 2011
- AP Scholar with Distinction: 2010, 2011

COMPUTER SKILLS

- Proficient in Microsoft Office in PC and Mac platforms

ACTIVITIES/INTERESTS

- Volunteer, Big Brother/Big Sisters
- 1st degree black belt, Tae Kwon Do
- Travel: Mexico, Jamaica