

Jane Doe

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EDUCATION

University of California - San Diego, La Jolla, CA

Expected June, 2025

B.A. in Public Law (in progress) with a minor in Business (in progress)

Relevant Coursework: Product Marketing and Management, Personal Ethics at Work, Introduction to Business Law

WORK EXPERIENCE

HDH, *Student Worker*, La Jolla, CA

April 2022 - June 2023

- Served 30+ quality orders per hour by memorizing 40+ drink combinations as well as 50+ food combinations including breakfast, italian, and mediterranean cuisines
- Served 50+ customers per hour during high volume hours, keeping wait times below 5 minutes, by working 2-3 stations while understaffed and maintaining station organization and restock
- Promoted online ordering app to over 50 customers, with over a 33% download rate, improving order organization and providing customers with more consistent communication and order updates
- Contributed 4-10 hours per week maintaining back-of-house and dining area cleanliness by clearing and cleaning tables, managing organized waste disposal, and utilizing 3-compartment sink as well as operating a commercial-grade dishwasher

API Next, *Committee Member*, San Diego, CA

October 2022 - March 2023

- Compiled 2 extensive reports, which contributed to the navigation of the K-12 Education Initiative to 5 target states, by researching existing AAPI educational resources and the statuses of legislation regarding AAPI education in all states
- Advised over 100 registered and pre-registered voters on upcoming midterm elections, with an 8% pledged-vote retainment, by navigating them through the absentee process or to polls specific to their location
- Organized a new committee management system by establishing weekly team meetings as well as facilitating one-on-one check-ins, improving team cohesiveness and doubling weekly voluntary project-commitment and productivity
- Designed content for 2 social media platforms, including public figure introductions, policy and campaign advertisements, as well as event informationals

LEADERSHIP EXPERIENCE

XXX Greek Organization, La Jolla, CA

March 2023

Fundraising Chair (May 2023 - December 2023)

- Organized and maximized profits from 2 local events, each of which raising \$180+, by gaining complete member involvement by planning around all schedules, narrowing and targeting a specific market audience, and utilizing cost-effective materials and inventory records
- Organized 2 local sponsorship events, raising \$200+ per event, by choosing businesses with products and values that align with our target market's interests, as well as marketing by employing graphic design and video advertisements on several social media platforms

Athletic Chair (May 2023 - December 2023)

- Planned wide-reaching sports tournament, promoting fitness and fellowship among API community, by organizing travel and participation details of 11 non schools
- Expanded tournament participation to 5 more schools, creating new connections between 6 different organizations, by facilitating agreement and communication between the respective partnerships

SKILLS AND INTERESTS

- *Research and Analysis*
- *Project and Team Management*
- *Excel*
- *Graphic Design*
- *Customer Service and Reception*