

John Doe

nouser@gmail.com | (222) 444-8888

SUMMARY OF QUALIFICATIONS

- Able to speak fluently and professionally to staff and customers in Mandarin and Cantonese
- Capable of working independently and collaboratively to support customer service and projects
- Demonstrates leadership skills using strong communication skills

EDUCATION

Bachelor of Science in Public Health

June 2021 - Present

University of California, San Diego

WORK EXPERIENCE

Intern

UCLA Career Edge Internship, Los Angeles

June 2021 - June 2022

- Completed research, compiled data, updated spreadsheets, and produced timely reports
- Analyzed problems, identified solutions and made decisions

Tutor

Chinatown Service Center, Los Angeles

June 2017 - June 2021

- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses
- Supported and motivated students towards learning and studying to build self-confidence and reduce failure
- Provided homework assistance using specific curriculum and materials

Teacher

Chinese Confucius Temple of Los Angeles, Los Angeles

August 2021 - September 2021

- Provided essential learning support to aid student Chinese Language development
- Incorporated multiple types of teaching strategies into classroom
- Graded and evaluated student assignments, papers, and coursework

Honors & Awards

- National Honor Society
- High Honor Roll
- California Scholarship Federation Seal Bearer