

FIRST LAST

City, State Zip • (555) 555-5555 • email@marymountcalifornia.edu

EDUCATION

Bachelor of Arts, Multidisciplinary Studies

08/2017 – Present

Emphasis in Psychology and Biology

Marymount California University, Rancho Palos Verdes, CA

Associate of Arts

08/2015 - 06/2017

Los Angeles Harbor College, CA

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint; and social media platforms
- Possess excellent communication, interpersonal, verbal, and written communication skills
- Detailed-oriented, motivated individual with excellent time management and problem-solving skills
- Fluent in Chinese and English

EXPERIENCE

Peer Advisor

08/2017 – Present

Marymount California University, RPV, CA

- Provide academic advising and mentoring for an average of 20 students weekly at The Center for Academic and Professional Success where students seek assistance with planning their degree path and engaging in professional development
- Exhibit excellent communication and customer service skills when greeting visitors, managing and scheduling appointments for students to meet with faculty/staff, providing information via phone and email to clients, and administering academic disability resources for exam proctoring
- Perform administrative tasks such as utilizing Excel spreadsheet to organize student information, making copies, scanning documents, and creating labels for the organization and filing of physical documents
- Maintain the cleanliness and appearance of The Center environment by cleaning, organizing, and managing the designated common areas

Cashier & Customer Service Team Member

08/2016 - 12/2016

In-N-Out Burger, Torrance, CA

- Provided excellent customer service in a fast-paced environment through greeting customers, answering inquiries, remaining attentive to customer needs, and ensuring orders were received in a timely manner
- Handled transactions and coordinated with cooks and fellow cashiers through consistent communication to ensure smooth operations
- Maintained the cleanliness and appearance of the dining room area by bussing trays, disposing of refuse, wiping surfaces, mopping floors, and ensuring condiments, utensil, and napkins were fully stocked

Volunteer Tutor

09/2015 – 12/2015

Boys & Girls Club, San Pedro, CA

- Provided academic tutoring for all subjects for K-12 students participating in after-school activities at the Club; instilled positive study habits and confidence
- Assisted with serving snacks and monitoring students' behavior during snack time and play time to ensure everyone was behaving within the code of conduct

ASB Leadership, President

09/2014 - 06/2015

San Pedro High School, San Pedro, CA

- Served as the *Junior Co-President, ASB Secretary, ASB Vice President, ASB President* with responsibilities including event coordinating, budget managing, and establishing structure
- Attended community conferences as student representative to engage in outreach
- Communicated with student body through ballots and polls to discover class interests
- Governed weekly meetings and assigned tasks for upcoming events on and off campus

ACTIVITIES & AWARDS

- Student Athlete, Men's Soccer, MCU, 08/2017 - Present
- Member, Veritas Academic Society for Multidisciplinary students, 01/2019 – Present
- Volunteer, Community Beach Clean-up, San Pedro, 03/2015 – 05/2015