

FIRST LAST

City, State, Zip · Email · Phone

EDUCATION

Bachelor of Arts in Business, Emphasis in Marketing 08/2016 – Present
Marymount California University, Rancho Palos Verdes, CA

Associate of Arts, Harbor Community College, Harbor City, CA 08/2014 – 07/2016

SKILLS

- Proficient in Microsoft Office Word, Excel, PowerPoint, Access; Quick Books, data entry, and banking database systems, such as account management information systems (RMS, FDR etc.)
- Possess excellent interpersonal and communications skills
- Able to work effectively in a team and as an individual
- CPR certified

EXPERIENCE

Residential Advisor 08/2019 – Present
Marymount California University, RPV, CA

- Plan and facilitate bi-weekly events to build community and enhance the quality of life in student housing
- Participate in weekly meetings and collaborate with colleagues to execute tasks and assignments from Residential Directors
- Conduct outreach and market events via creation of flyers and social media awareness, initiating contracts with food vendors, and managing logistics and activities from set up to take down
- Provide conflict resolution and communicate with students to solve issues and address discomforts
- Manage the budget for executing events by determining vendor costs and identifying programs that appeal to students
- Utilize extreme attention to detail when documenting Incident Reports involving student violations of codes of conduct, altercations, or facility damages

Sales Associate 05/2018 – 12/2018
Chico's Clothing Boutique, Rolling Hills Estates, CA

- Provide excellent customer service by greeting patrons, answering inquiries, providing product information, handling transactions, and suggesting recommendations based on assessment of customers' needs
- Create visual displays of merchandise and update monthly
- Maintain cleanliness, organization, and appearance of store

Soccer Coach 08/2017 – 08/2017
Sports League, Long Beach, CA

- Lead and instruct skills sessions of 20-40 children between the ages of 7-11 on the fundamentals and techniques of soccer while instilling confidence, teamwork, sportsmanship, and leadership skills
- Utilize organization and time-management skills when scheduling practices and games
- Exhibit excellent communication and interpersonal skills when interacting with parents and coaches

Child-Care Provider 08/2016 – 06/2017
Private Residence, Torrance, CA

- Created a nurturing, safe, and educational environment for two children ages 2 and 4 by developing and facilitating educational games, activities, and crafts
- Assisted with implementing a daily routine for children by preparing and serving healthy meals, ensuring a structured sleep schedule, and performing daily hygiene and self-care procedures
- Executed duties pertaining to the cleanliness and organization of the home

ACTIVITIES & AWARDS

- Dean's List, MCU, 08/2017 - Present
- President, Key Club, High School Name, 2013
- Volunteer at Good Food Bank to collect, organize, and distribute goods to the homeless population, 2015