

Mona O'Media

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www.monasmedia.com

Optional: Include link to website or digital portfolio

Objective: To obtain the Production Assistant Position at Warner Bros. Studios

Education: **B.A., Film & Digital Media**, June 20XX
University of California, Santa Cruz

Technical Skills:

Software: Adobe Premiere Pro; Adobe Creative Suite including Photoshop and After Effects

Cameras: Arriflex, DSLR, camcorders, lens ranging from SLR to special effects, Exmore Super 35, CMOS sensor

Film equipment: Moviola, Studio & EFP, HF R500, MiniDV, Bowers, Bescor LED 700 series

Relevant Coursework:

Film Experience

Screenwriting

Film Theory Seminar

Documentary Film & Video

Film & Video Production

Production Analysis/Editing

Projects:

Documentary: Life of a Slug

Fall 20XX

- Shot high speed, close range for in-depth view
- Altered lighting with infraction for greater effect
- Designed to educate the life balance of small creatures

An Inside Look into the Student Experience

Spring 20XX

- Collaborated with 3 peers on filming UCSC campus life
- Designated assignments based on interests and strengths
- Captured the 10 residential colleges' themes selecting recognized college landmarks
- Reviewed and edited each segment, created a congruent composite

Work Experience:

Crew Member

Whistle Construction Company, Breeze, CN

Summer 20XX

- Teamed with 5 co-workers constructing amusement park thematic rides
- Built in tandem based on the Lead Engineer's daily schedule and criteria
- Ensured that all standardized safety codes were met
- Took on additional responsibilities as needed

Notetaker

Call Back Center, Los Angeles, CA

Sept. 20XX - Sept. 20XX

- Listened carefully to each set of speakers' dialogues and translated the notes into voice activated script
- Wrote a synopsis in both English and Greek, evaluating each speech based on established standards

Barista

Spice of Life, Greendale, WI

Summers 20XX & 20XX

- Greeted each customer in a friendly manner, answered guests' menu questions, and offered suggestions
- Trained 3-5 staff annually on the business' procedures and policies
- Created each order according to the customer's specific needs

Business Example

Michael Wong

michael@ucsc.edu | (123) 456-7890 | linkedin.com/in/michaelslug

Optional: Include
LinkedIn Profile

Objective To obtain a management trainee internship with an interest in customer relationship management and advertising. Offering graphic design and accounting experience.

Education

B.A. in Business Management Economics, emphasis in Accounting
University of California, Santa Cruz

June 20XX

Relevant Coursework

Cost Accounting
Marketing
Applied Calculus

Managerial Economics
Intermediate Microeconomics
Intermediate Microeconomics

Corporate Finance
International Finance
Money and Banking

Business Experience

Advertising Account Assistant

Oct. 20XX - Present

City on a Hill Press

Santa Cruz, CA

- Managed 100+ clients and their advertising needs
- Created advertising campaigns and marketing-related plans utilizing AdPro software
- Collaborated with graphic designers using Adobe software to develop effective advertisements
- Raised an average of \$3,000+ in advertising revenue each month

Small Business Consultant Intern

Summer 20XX

Small Business Development Center

Springfield, MA

- Advised small furniture business owner on website strategy; increased site traffic by 27% in 2 months
- Led 2 interns in small business owner's orientation meetings utilizing targeted marketing strategies to outreach services offered to potential clients
- Developed cash flow strategies and determined loan eligibility while working with clients 1-on-1

Leadership Experience

Vice President

Sept. 20XX - Present

Delta Sigma Pi Fraternity, UCSC Chapter

Santa Cruz, CA

- Established a mentor program for underrepresented elementary and high school students
- Facilitated member collaboration to offer tutoring services and personal support to students
- Developed online server to upload and share notes and readings from all classes taken by members

Other Experience

Server

Nov. 20XX - Sept. 20XX

Walnut Avenue Café

Santa Cruz, CA

- Explained menu items to customers in both English and Spanish
- Managed cashier drawer to ensure accurate daily cash records

Computer Skills

- Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac

Computer Science
Example

Chip Board

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linkedin.com/in/csboard

Optional: Include
LinkedIn Profile

Education **B.S., Computer Science**

University of California, Santa Cruz

June 20XX

GPA: 3.89

Projects

Blood Type Prototype

Fall 20XX

- Designed a prototype system for navigating blood samples
- Teamed with 3 peers in examining the implementation process
- Compared and contrasted 4 like models, reconstructed framework, and customized changes needed
- Configured system's integration and differentiated data migration

Mobile Application Sample Project

Winter 20XX

- Collaborated with 2 engineering students to design a user-friendly mobile application sample
- Integrated and customized online content based on computer base and utility
- Tested ease of downloading process
- Analyzed and discussed mobile marketplaces to connect

Related Coursework

Software Methodology

Algorithms & Abstract Data Types

Software Design Project II

Applied Discrete Mathematics

Computability & Computational Complexity

Computational Models

Fundamentals of Compiler Design I

Computer & Game Console Architecture

Comparative Programming Language

Physics II & Laboratory

Computer Skills

Operating Systems: Linus Enterprise Server, UNIX, DOS, Microsoft 8.1

Languages: C, C++, Java, SQL, MYSQL, PSQL, MIPS, HTML, CSS

Applications: Microsoft Excel, Word, X Windows, Xming

Related Experience

Geek Squad Member, Best Buy Computer Department, Concord, CN Summers 20XX - Present

- Responded quickly to each customer's computer issues in a friendly, helpful manner
- Troubleshoot and clearly explained the problem and necessary repair procedures
- Suggested alternatives to limit cost and time constraints

Computer Camp Instructor, WizComput, Concord, CN Summers 20XX - Present

- Taught graphic design basics to groups of 8-12 middle school students
- Discussed and demonstrated the application usage and allowed time for individual questions
- Met with students 1-on-1, gave feedback on their projects, and mentored discouraged students
- Met with parents regularly to discuss their children's strengths and areas for improvement

Volunteer, Sunny Times Senior Facility, Medford, CN Summers 20XX - 20XX

- Upgraded facility's administrative system and applications to 25 individual computers
- Created manager's user manual to troubleshoot minor computer problems
- Facilitated a computer user workshop to inform staff on system changes and new applications

Suzanne Garcia

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Street Address
is optional

Research Experience
Example

Education Bachelor of Arts in Environmental Studies, June 20XX

University of California, Santa Cruz

Summary of Qualifications

- Demonstrated competence in field research and applying environmental policy
- Ability to effectively and strategically outreach for environmental causes to targeted populations
- Experience using GIS, Word, Excel, PowerPoint, FileMaker Pro, & ArcView

Relevant Coursework

GIS & Environmental Applications

Natural Resource Economics

Environmental Assessment

National Environmental Policy

Environmental Law & Policy

Restoration Ecology

Research/Field Projects

- Critiqued and made recommendations for UCSC Campus Environmental Impact Report
- Detailed the manufacturing process of the Printed Circuit Board industry and compiled a thorough categorization of all wastes and permitting requirements to inform policy changes
- Collected surface and groundwater samples from the American River and analyzed for a pesticide contamination
- Co-authored NSI grant for establishing a recycling center as part of a class project

Related Experience

Research Assistant, UCSC Environmental Studies Dept., Santa Cruz, CA, Oct. 20XX - June 20XX

- Conducted interviews with city residents in the study of energy conservation to assess city residents' electricity usage
- Collaborated with research team to construct surveys on electricity usage for a sample of 100 households
- Analyzed and compiled data in organized reports to inform policy recommendations

Conservation Outreach Intern, Center for Biodiversity & Conservation, Santa Cruz, CA, Summer 20XX

- Co-implemented program applying remote sensing and GIS applications to biodiversity conservation
- Developed targeted strategies incorporating city and county advice aimed at reaching out to government officials, citizens, and community educators

Waste Consultant, Ecology Now, Santa Cruz, CA, Summer 20XX

- Recruited businesses and nonprofits to participate in free waste audit and performed waste audits
- Educated local citizens of environmental issues in person and via telephone and email
- Wrote press releases and sponsored educational events to promote environmental stewardship
- Updated and maintained Santa Cruz client contact database

Summary of Qualifications

- Two years of progressively responsible experience in political research, leadership, and litigation process
- Academic background in political and legal issues, including advanced coursework in constitutional law, political economy, structure and organization of the federal government, and philosophy of law
- Demonstrated ability and efficiency in administrative roles; proficient in Microsoft Office, Google Docs

Relevant Experience

Judiciary Intern

9/20XX - 12/20XX

Office of U.S. Senator Dianne Feinstein

Washington, D.C.

- Wrote timely memoranda on Senate Judiciary Committee hearings and conducted research on legislation
- Prepared profiles for nominees to the federal judiciary and various other executive nominees
- Responded to constituent correspondence on issues pertaining to the committee

Office Support Assistant

Summers 20XX & 20XX

California Rural Legal Assistance

Watsonville, CA

- Collaborated with attorneys on document reviews, discovery projects, and trial preparation during civil litigation process and offered courtroom support during trials
- Took on administrative duties to ensure efficient operations, including organizing confidential case files

Research Intern

3/20XX - 6/20XX

UCSC Queer People of Color Inclusivity Project

Santa Cruz, CA

- Conducted a campus-wide survey, facilitated 3 focus groups, and conducted extensive research on issues of inclusivity of students who identify as queer and people of color
- Analyzed both quantitative and qualitative data gathered to make recommendations for improving campus climate and inclusivity to Student Retention Services

Leadership Experience

Vice President

1/20XX - Present

UCSC Porter College Senate

Santa Cruz, CA

- Facilitated discussions and presentations of a 20-representative senate
- Developed and supervised project-specific committees within the council

Co-Facilitator

4/20XX

UCSC Multicultural Community Weekend

Santa Cruz, CA

- Teamed with 4 students and 3 staff to plan and lead community-building workshop for 30 students

Affiliations

Legal Association for Diversity, UCSC

9/20XX - Present

American Civil Liberties Union, Santa Cruz County Chapter

9/20XX - Present

Education

B.A. Legal Studies, Politics

12/20XX

University of California, Santa Cruz

Objective: To become a Corps Member through the Teach for America Program

Education: **B.A. in Intensive Psychology with minor in Education**, December 20XX
University of California, Santa Cruz

A.A. in Interdisciplinary Studies, June 20XX
San Francisco City College

Relevant Experience:

Resident Assistant

UCSC College Eight, Santa Cruz, CA, September 20XX - Present

- Develop and facilitate a welcoming and educational living community for incoming students
- Collaborated with both on- and off-campus resources including student organizations, counseling services, and dining halls to create and promote educational workshops for residents
- Enforce university policies to create a safe and respectful environment; diplomatically mediated disputes and conflicts between residents

Research Assistant

UCSC Callanan Cognitive Development Lab, Santa Cruz, CA, January 20XX - Present

- Conducted studies and ran participants according to specific protocol to assess cognitive and language development in preschool children
- Transcribed, coded, and organized data gathered from studies and analyzed results and trends
- Maintained timely correspondence with parents both in person and via email to recruit and schedule participants
- Collaborated on reviewing relevant academic literature weekly with research team and Principal Investigator

Cal Teach Intern

Bay View Elementary School, Santa Cruz, CA, September - December 20XX

- Co-developed lesson plans with supervising teacher and taught engaging science lessons to a class of 30 elementary school students
- Met with struggling students 1-on-1 for specialized academic and personal support
- Evaluate student assignments and keep record of grades

Peer Adviser

UCSC Psychology Department, Santa Cruz, CA, January 20XX - June 20XX

- Addressed inquiries from students ranging from freshmen to seniors including planning class schedules, navigating the major declaration process, and articulating university academic policies
- Filed confidential student paperwork, scanned documents, and supported Academic Advisers' projects
- Oversaw fast-paced reception desk operations and directed students to appropriate staff or faculty

Volunteer Experience:

Classroom Volunteer, De Laveaga Elementary School, Santa Cruz, CA, March - June 20XX

Outreach & Orientation Leader, UCSC College Eight, Santa Cruz, CA, September 20XX

Honors & Awards:

College Eight Service Award, UCSC Alumni Association, September 20XX

Dean's Honors, UCSC, 20XX - Present

Samantha Slug

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123 River Street, Apt. C

Santa Cruz, CA 95060

OBJECTIVE To obtain the Research Assistant position at Santa Cruz Biotechnology, Inc.

EDUCATION **B.S., Human Biology** 06/20XX
University of California, Santa Cruz

Health Careers Opportunities Program Summer 20XX
Stanford University

RELEVANT COURSEWORK

General Chemistry & Lab	Cell & Molecular Biology	Multivariable Calculus
Organic Chemistry & Lab	Introduction to Bioethics	Development & Physiology

LABORATORY TECHNIQUES

HLA typing	Reverse HPLC	Hemolysis
Gas electrophoresis	Tissue culture	Enzyme purification
Bacteriophage isolation	Electron spin resonance	Lipid extraction

SCIENCE EXPERIENCE

Biology Tutor, UCSC Biology Department, Santa Cruz, CA 4/20XX - Present

- Tutor undergraduate students in both lower- and upper-division biology coursework
- Tailor teaching methods to a variety of students' learning styles

Science Academic Peer Adviser, UCSC Biology Department, Santa Cruz, CA 6/20XX - 4/20XX

- Planned course schedules and conveyed information about a wide range of professional programs and opportunities to students with different academic and professional pursuits
- Coordinated orientation for freshmen pursuing majors in the sciences

HEALTH EXPERIENCE

Public Health Volunteer, Los Amigos de Las Americas, Guanajuato, México Summer 20XX

- Coordinated volunteer shifts and site locations for eye examination and latrine construction projects to serve impoverished communities usually without access to adequate health care
- Performed dental and eye examinations, as well as human and animal vaccinations
- Taught English language, general health, and AIDS prevention workshops to members of the rural community of Guanajuato

OTHER EXPERIENCE

Student Assistant, UCSC Colleges 9 & 10 Dining Hall, Santa Cruz, CA 9/20XX - 6/20XX

- Positively and professionally interacted with customers from diverse backgrounds
- Prepared and served food items in accordance with food policies in a timely manner

Limited Experience Example

Chris Slug

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OBJECTIVE

To obtain the Crisis Support Intern position at Walnut Avenue Women's Center

EDUCATION

Bachelor of Arts in Latin American & Latino Studies

June 20XX

University of California, Santa Cruz

UC Education Abroad Program

Sept. - Dec. 20XX

University of Argentina

Studied Spanish language and education issues in Latin America

SKILLS SUMMARY

Verbal Communication

- Positively greeted clients upon arrival to local counseling center
- Answered questions and inquiries both in person and over the phone and relayed information to appropriate staff members
- Translated personal information for patients from English to Spanish at counseling center
- Composed grammatical and accurate letters to patients and parents

Leadership

- Managed and supervised a group of 23 girls ages 6-12
- Designed and implemented creative English lessons for 23 girls
- Trained new student volunteers at counseling center and at a mentoring program for girls
- Assisted in brainstorming fundraising ideas for high school student government

Cultural Competency

- Create a warm, safe, and inviting environment for diverse and underrepresented populations
- Responsive to issues surrounding ethnic, socioeconomic, and cultural diversity
- Ensure welcoming and confidential discussions on sensitive topics

Administrative

- Maintained files and records at counseling center and tutoring program
- Assisted clinic manager in locating and filing client files
- Prioritized clerical tasks and completed projects according to deadlines

Computer

- Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac

VOLUNTEER EXPERIENCE

Front Desk Assistant Volunteer, Hope Counseling Center, San Jose, CA, Summer 20XX

Tutoring Club Member, La Puente High School, La Puente, CA, Summer 20XX