



---

STUDENT LEARNING AND DEVELOPMENT  
TRANSCRIPT PROGRAM

---

## Jane Doe

5998 Alcalá Park  
San Diego, CA 92110  
home: 619-123-4567  
cell: 619-765-4321

**Date:** February 2006 - May 2006

**Activity:** Undergraduate Research

**Position:** Lead Researcher

**Description:** Lead researcher for a project sponsored by an undergraduate research award. The research project, "Levels of Participation and Satisfaction Among College Students," was presented to faculty in the Psychology department and the Western Regional Psychology Conference.

**Hours Worked:** Part-time

**Category:** Academic

**Skills:** Analyze, Public Speaking, Compose/Author, Research/ Investigate, Edit, Write, Explain, Observe

---

**Date:** September 2005 - May 2006

**Activity:** Intramurals

**Position:** Soccer Player

**Description:** Participated on co-ed soccer intramural team.

**Hours Worked:** 10 hours per week

**Category:** Health and Recreation

**Skills:** Advise/Coach

---

**Date:** September 2004 - December 2005

**Activity:** AS Social Committee

**Position:** Member

**Description:** Participated in committee meetings. Planned several social programs for undergraduate student body. Created fliers and banners to promote events.

**Hours Worked:** 10 hours per week

**Category:** Cultural Awareness

**Skills:** Brainstorm, Organize, Committee Work, Plan, Create Images, Produce Events, Decision-making, Promote, Display, Public Speaking

---

**Date:** September 2004 - December 2005

**Activity:** Independent Study

**Position:** Research Assistant

**Description:** Assisted Psychology professor Dr. Michael Ichiyama on research project investigating behaviors and attitudes on alcohol consumption among college students. Primary responsibilities included developing, distributing, collecting, analyzing and summarizing survey instrument.

**Hours Worked:** 10 hours per week

**Category:** Academic

**Skills:** Analyze, Research/ Investigate, Compose/Author, Public Speaking, Evaluate, Interview, Problem-solve

---

**Date:** September 2004 - December 2005

**Activity:** Order of Omega

**Position:** Award Winner

**Description:** Recognized in group of top 30 Greek students for leadership and academic excellence.

**Hours Worked:** 5 hours per week

**Category:** Honors and Awards

**Skills:**

---

**Date:** January 2004 - May 2004

**Activity:** Softball

**Position:** Team Member

**Description:** Played on co-ed softball team.

**Hours Worked:** 5 hours per week

**Category:** Health and Recreation

**Skills:** Advise/Coach, Coordinate

---

**Date:** January 2004 - May 2004

**Activity:** Residence Life Employee

**Position:** Resident Assistant

**Description:** Supervised and advised 40 on campus resident students during fall 1998 and spring 1999 semesters . Responsibilities included student discipline, educational and entertainment programming, student guidance and support and staff meetings and coordination.

**Hours Worked:** 10 hours per week

**Category:** Supervised and advised 40 on campus resident students. Responsibilities included student discipline, educational and entertainment programming, student guidance and support and staff meetings and coordination.

**Skills:** Advise/Coach, Counsel, Committee Work, Budget, Coordinate, Determine Policy, Evaluate, Listen, Mediate, Supervise

---

**Date:** February 2004 - February 2004

**Activity:** Human Relations Weekend

**Position:** Participant

**Description:** Participated in two-day weekend event to examine cultural issues. Activities helped to improve self awareness and increase exposure to diverse cultures.

**Hours Worked:** 5 hours

**Category:** Cultural Awareness

**Skills:** Counsel, Observe, Explain, Problem-solve, Influence/ Persuade, Listen

---

**Date:** September 2003 - May 2004

**Activity:** Employee

**Position:** Office Assistant

**Description:** Duties included answering heavy phones, filing, various research projects, data entry, and student registration for the Graduate Dean's Office.

**Hours Worked:** Part-time

**Category:** Career Development

**Skills:** Edit, Problem-solve, Explain, Write, Meet the Public, Organize

---

**Date:** September 2003 - May 2004

**Activity:** Soccer Player

**Position:** Intramurals

**Description:** Participated on co-ed soccer intramural team.

**Hours Worked:** 5 hours per week

**Category:** Health and Recreation

**Skills:** Advise/Coach

---

**Date:** September 2003 - December 2003

**Activity:** First Year Experience Workshops

**Position:** Participant

**Description:** Attended three workshops titled "Performing Well in College," "Time Management," and "Job Options for First Year Students."

**Hours Worked:** 3 hours

**Category:** Academic

**Skills:** Listen, Observe, Problem-solve

---