

San Diego, CA 92110 • (619) 260-4654 • name@sandiego.edu

EDUCATION

University of San Diego (USD), San Diego, CA

Bachelor of Arts in History

- Nonprofit Leadership and Management Certificate
- GPA 3.8; Dean's List all semesters

Expected May 2020

Saddleback Community College, Mission Viejo, CA

Associate of Arts in Humanities

1

May 2017

EXPERIENCE

2

Bayside Community Center, San Diego, CA

Program Intern

- Work closely with program director on mission-driven housing initiatives on community
- Coordinate logistics for educational presentations on housing options and access
- Create flyers and social media marketing materials to promote housing presentations
- Track participation information in Access database, ensuring accuracy for assessments
- Research housing policies and initiatives in greater San Diego area to identify trends

February 2019 - Present

Museum of Us, San Diego, CA

Exhibit Design Intern

- Researched and wrote exhibit labels and introductory boards for the cultural objects, stone and bone tools, engravings, and mammal casts used for the March 2019 ICE AGE exhibit
- Discovered never-displayed collections at other institutes, initiated contact, and wrote accurate descriptions of the artifacts' functions

January 2019 - June 2019

Alpha Phi, Eta Rho Chapter, USD, San Diego, CA

Director of Chapter Events

- Planned, coordinated, and directed chapter social events, including two formal dinner dances
- Helped improve chapter's financial status by remaining under \$13,000 budget both semesters
- Implemented a contract system to improve member responsibility and ensure safety

January 2018 - January 2019

Mission Viejo Family YMCA, Mission Viejo, CA

Lead Counselor, Camp Counselor

- Promoted to lead counselor after one season due to demonstrated responsibility
- Planned and led events and activities for groups of children 6-12 years old
- Served as a role model to youth; emphasized Character Counts philosophy
- Established and maintained positive relationships with youth and parents
- Helped with hiring and training of new counselors to ensure efficient transitions

Summers 2015 - 2017

COMMUNITY SERVICE AND ACTIVITIES

- Attended National Alliance Management/Leadership Institute, Atlanta, GA, January 2019
- Tijuana Outreach Participant, Summer 2018
- College Visiting Day Tour Guide, Spring 2018
- Alpha Phi Sorority Member, Spring 2018 - Present

3

SKILLS

- Proficient in Microsoft Word, Excel, Access and PowerPoint
- Conversational ability in Spanish

1 Include your transfer school information if an associate degree was obtained or if your courses taken are relevant to the career field; otherwise, your transfer coursework does not need to be included.

2 Your experience should be listed in reverse chronological order with the most recent experience listed first. Your experience section can include unpaid experiences such as research, internships, and community service.

3 Select skills and qualifications that are directly related to the position you are seeking.