

## First Last

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

**EDUCATION****University of San Diego**

Bachelor of Business Administration in International Business

- GPA: 3.3
- Relevant coursework: Business Leadership, Entrepreneurship and New Ventures, Innovation and Design Thinking

San Diego, CA  
Expected: May 2020**San Diego Miramar College**

Associate of Science in Business Administration

San Diego, CA  
Aug. 2017**EXPERIENCE****Community Relations Storefront, San Diego Police Department**

Intern

- Develop and coordinate community presentations on local interest topics like homelessness
- Start and manage social media accounts, increasing presentation attendance by 26%
- Create leadership training for teen community activists, utilizing strong organizational skills
- Recruit 15 local high school students to participate, including four foster system youth
- Mentor youth in the development of social innovation program ideas for the community

San Diego, CA  
May 2018 - Present**Elite Security**

Security Officer

- Monitored sites with surveillance equipment and notified authorities of illegal activity
- Provided excellent customer service while patrolling vendor sites to ensure security of patrons
- Completed trainings and followed procedures to remain up-to-date on company protocols

San Diego, CA  
Nov. 2015 - Dec. 2017**United States Marine Corps**

Corporal Team Leader

- Led team of 10-20 Marines on several diverse missions in Europe and the Middle East
- Completed training courses on leadership, management, and organizational skills
- Conducted training and team building activities with units from 20 Mediterranean countries
- Provided site and motorcade security for high-profile individuals
- Created safe and secure location to facilitate supply delivery, allowing building of school and hospital
- Awarded \$2,000 in seed money to build and market mobile app for public use

San Diego, CA  
July 2011 - Oct. 2015**PROJECTS**

Finalist, USD's Social Innovation Challenge

- Designed mobile app to connect former foster youth with local resources
- Developed detailed project proposal and video and in-person pitch
- Awarded \$2,000 in seed money

Spring 2018

**SKILLS**

Microsoft Excel certified; proficient in budgeting software

Native fluency in Spanish and English; experience in translation

**IMPORTANT NOTES**

1

Remove military terminology, such as acronyms and abbreviations that civilians might not understand. Ask a career counselor and other civilians to review your resume.

2

When describing your military service, focus on transferable skills and measurable accomplishments.