

CAREER DEVELOPMENT TIPS

PREPARING FOR A CAREER DEVELOPMENT CENTER (CDEV) APPOINTMENT

First time in our office? Here are some questions to ask.

- What should I be working on this semester?
- What are some good action steps for me to take this semester if I'm not sure what I want to do after graduation?
- What are some CDev resources that may be of use to my career journey?
- What are some ways to explore majors, careers, and industries of interest?

ENGAGING IN SELF-AND CAREER EXPLORATION

CDev has a variety of ways for students to gain a better understanding of themselves, careers, majors and minors at USD. Ways to explore include:

- Meet with a career counselor to discuss your past experiences, your interests, and your goals.
- Attend the Majors and Minors Fair in the fall to talk to faculty members and upper-division students about USD's academic options.
- Take a career assessment to gain a better understanding of strengths, interests, values, personality type and/or occupations.



TIPS FOR NAVIGATING THE JOB SEARCH AS AN INTERNATIONAL STUDENT

- Consult with the Office of International Students and Scholars (OISS) to understand your work authorization and plan your job search accordingly: <http://www.sandiego.edu/international/oiss/>.
- Research employers. Websites such as GoinGlobal.com (available via Handshake) or Myvisajobs.com provide databases of employers currently sponsoring H1-B visas.
- Network diligently. Connect with alumni and professionals in your industry through the LinkedIn alumni search (<http://www.linkedin.com/alumni>) and the Torero Employer & Alumni Mentoring (T.E.A.M.) platform (<http://mentoring.sandiego.edu>).
- Attend the International Student Career Panel hosted by the OISS and CDev each spring to connect and learn from international alumni.
- Visit CDev and work with a career counselor to polish your resume, cover letter, and networking and interview skills.
- Consider multiple career plans. Besides H1-B, consider the possibility of working for a U.S.-based company in your home country or other international locations.

RESUME GUIDE

A resume is a marketing tool that includes a summary of your qualifications tailored to a specific job or internship. Your resume's main goal is to generate interviews with employers. Write it to highlight your relevant skills and accomplishments.

Some academic positions require a curriculum vitae (CV) with different information (see pp. 30-31 for samples). In addition, different resumes are used for federal government jobs (see p. 27) and international positions (use GoInGlobal, Resources section of Handshake).

SAMPLE RESUME

1 Use an email address that conveys professionalism. Your street address is optional.

2 Include LinkedIn URL only if your profile is complete and polished.

3 Increase visual impact by selectively using bold, underline and capitalization.

4 Include the experiences that most closely relate to the position you are seeking. A resume is not a complete work history.

5 Activities and community service show you are a well-rounded candidate.

✓ Limit your resume to one page.

✓ Send your resume as a PDF file, not as a Word document.

✓ Spell check and review your resume for grammatical errors and consistency.

1 **YOUR NAME**
Address (optional)
City, State Zip Code
Phone Number
Email Address
LinkedIn URL (optional) 2

EDUCATION

University of San Diego
Degree and major
Include major(s), minor(s) and study abroad
List overall and/or major grade point average 3.0 or above
Be selective in listing academic honors and relevant coursework

San Diego, CA
Month YYYY

EXPERIENCE

Job Title
Organization
• Describe your achievements here, starting with an active verb
• Make your descriptions energetic and relatively short
• Present the most significant responsibilities first
• Focus on transferable skills vs. tasks
• Mention how specific software was used to reinforce professional use
• Quantify achievements when possible (using numbers, percentages, or monetary value)

Dates of Employment
City, State

Job Title
Organization
• Many employers prefer bullet format
• Focus on results, skills, leadership, initiative and teamwork

Dates of Employment
City, State

SKILLS AND QUALIFICATIONS

Include foreign languages
Emphasize computer software
Avoid listing general skills (e.g., communication skills)
Do include skills specific to your field (e.g., laboratory skills)

OTHER HEADINGS

Include one or two additional headings that highlight your accomplishments or leadership positions. These sections might include:

- Leadership
- Athletics
- Community Service
- Honors and Awards
- Professional Organizations

RESUME CHECKLIST

Employers often spend under a minute evaluating your resume. They prefer resumes that are easy to read and are tailored to the position you are seeking. Additional samples on the next few pages demonstrate how to showcase your talents and experience for potential employers.

FORMAT

TEMPLATES	Avoid resume wizards and software templates. They are difficult to edit and do not allow you to present information in the most effective format.
LENGTH	For college students and recent graduates, use a one-page resume unless specifically instructed differently by an employer.
FONT	Choose a basic, easy-to-read font, such as Arial, Bell MT, Georgia or Times New Roman in 10-12 point size in black.
SPACING	Margins from 0.5 to 1 inch and double-spacing between headings improve readability.
LAYOUT	Use bullets, bold, capitalization and underlining sparingly to call attention to the most important information. Leave white space to create an uncluttered look.
REVERSE CHRONOLOGICAL ORDER	Present most recent information first, within each section. For most students, your education should be listed above experience.
PROFESSIONALISM	Eliminate all errors by using spell check first and then asking several people, like faculty members or employers, to proofread.
FILE NAME	Use your name in the file name when emailing your resume as an attachment. Example: FirstName.LastName.pdf

CONTENT

IMAGE	Decide what overall impression you want your resume to communicate. Does it show you are a leader, a team player, an artist, an innovator, a salesperson or something else?								
STYLE	Start phrases with action verbs to convey enthusiasm and achievement. Content should be relevant, concise, and accomplishment-focused. See p. 8 for a list of action verbs.								
OBJECTIVE	Objectives are optional. If you include an objective, make it brief and specific to that particular job or field.								
SUMMARY OF QUALIFICATIONS	Candidates with significant experience in a field may choose to start their resume with a brief overview of professional skills. This section is less appropriate for new college graduates.								
SECTION HEADINGS	Group your experience to reflect your strengths. Common headings include: <table><tr><td>Education</td><td>Leadership Experience</td></tr><tr><td>Experience</td><td>Community Service</td></tr><tr><td>Skills</td><td>Athletics</td></tr><tr><td>Activities</td><td>Professional Affiliations</td></tr></table>	Education	Leadership Experience	Experience	Community Service	Skills	Athletics	Activities	Professional Affiliations
Education	Leadership Experience								
Experience	Community Service								
Skills	Athletics								
Activities	Professional Affiliations								
HIGH SCHOOL	Remove high school information by the end of your sophomore year of college.								
REFERENCES	List your references on a separate page. (See sample on p. 41.)								
CAUTIONS	Never reveal confidential data on your resume, such as your social security number or date of birth. Do not list a personal website if it includes unprofessional content.								

RESUME TEMPLATE

YOUR NAME

Email • Phone Number • LinkedIn Profile URL

EDUCATION University of San Diego
Bachelor of _____
GPA: _____

San Diego, CA
Graduation Date: May 20XX

RELEVANT COURSE WORK

- _____
- _____
- _____
- _____

RELEVANT EXPERIENCE AND PROJECTS

_____	_____	_____	_____	_____
Title	Organization Name	City	State	Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

_____	_____	_____	_____	_____
Title	Organization Name	City	State	Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

LEADERSHIP AND ACTIVITIES

_____	_____	_____	_____	_____
Title	Student Organization	University of San Diego		Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

_____	_____	_____	_____	_____
Committee Name	Student Organization	University of San Diego		Date
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results
• _____	+	_____	+	_____
Action Verb		How you completed the action		Results

SKILLS AND QUALIFICATIONS

- Demonstrated experience in _____
- Proven background in _____
- Strong knowledge of _____
- Proficient in _____

PROFESSIONAL AFFILIATIONS AND AWARDS

_____	_____	_____	_____	_____
Member	Student Organization Name	City	State	Date
_____	_____	_____	_____	_____
Title of Award	Community Organization	City	State	Date

ACTION VERBS

Use present tense for current positions. Use past tense for former positions.

ADMINISTRATIVE

Arranged	Operated
Cataloged	Organized
Classified	Prepared
Collected	Processed
Compiled	Purchased
Executed	Recorded
Generated	Retrieved
Implemented	Screened
Inspected	Specified
Monitored	Validated

COMMUNICATION

Addressed	Formulated
Arbitrated	Informed
Arranged	Influenced
Authored	Interpreted
Collaborated	Mediated
Communicated	Negotiated
Convinced	Persuaded
Corresponded	Promoted
Developed	Publicized
Directed	Reconciled
Drafted	Recruited
Edited	Translated
Educated	Wrote
Enlisted	

CREATIVE

Conceptualized	Inspired
Created	Integrated
Coordinated	Introduced
Customized	Invented
Designed	Originated
Developed	Performed
Directed	Planned
Fashioned	Revitalized
Illustrated	Shaped
Initiated	

FINANCIAL

Administered	Computed
Allocated	Developed
Analyzed	Forecasted
Appraised	Managed
Audited	Marketed
Balanced	Planned
Budgeted	Researched
Calculated	

HELPING

Assessed	Expedited
Assisted	Facilitated
Clarified	Familiarized
Coached	Guided
Counseled	Motivated
Demonstrated	Referred
Diagnosed	Represented
Educated	

LEADERSHIP

Administered	Increased
Analyzed	Managed
Assigned	Monitored
Attained	Organized
Chaired	Oversaw
Consolidated	Planned
Contracted	Prioritized
Coordinated	Produced
Delegated	Recommended
Developed	Reviewed
Directed	Scheduled
Evaluated	Strengthened
Executed	Supervised
Improved	

RESEARCH

Analyzed	Extracted
Assessed	Identified
Clarified	Inspected
Collected	Interpreted
Conducted	Interviewed
Critiqued	Investigated
Diagnosed	Organized
Evaluated	Reviewed
Examined	Surveyed

TEACHING

Adapted	Explained
Advised	Facilitated
Clarified	Guided
Coached	Informed
Communicated	Inspired
Coordinated	Instructed
Developed	Motivated
Educated	Persuaded
Empowered	Set goals
Encouraged	Trained
Evaluated	

TECHNICAL

Assembled	Maintained
Calculated	Operated
Computed	Optimized
Debugged	Programmed
Designed	Reengineered
Developed	Remodeled
Devised	Repaired
Engineered	Solved
Experimented	Tested
Fabricated	Upgraded
Installed	

First and Last Name

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

EDUCATION

University of San Diego 1

USD Scholarship awarded for excellence in academics and extracurricular activities

San Diego, CA
Class of 2023

Torrey Pines High School

3.9 Grade Point Average

- AP Scholar with Distinction
- National Honor Society
- Awards for excellence in English and Spanish 2
- California Interscholastic Federation (CIF) Scholar-Athlete
- California Scholarship Federation member and scholarship winner

San Diego, CA
Graduated June 2019

EXPERIENCE

T.J. Maxx 3

Sales Associate

- Handled cash and credit transactions in high-volume, fast-paced department store
- Provided bilingual customer service to wide variety of store patrons
- Addressed and resolved shopper complaints and processed merchandise returns
- Supervised fitting rooms and reshelving of clothing and accessories

Encinitas, CA
Summers 2018 - 2019

Torero Family Business

Office Assistant/Volunteer

- Filled in for receptionist and handled special projects
- Performed data entry using Excel

San Diego, CA
2016 - 2018

Skyline Elementary School

Literacy Tutor

- Taught weekly reading lessons to second-language learners
- Promoted program to potential tutors at junior high school

Solana Beach, CA
Summer 2015

ACTIVITIES

USD MEChA member

California Girls State representative

Torrey Pines varsity soccer team, team captain (2018)

- Award, Defensive Player of the Year 2017

San Dieguito Surf Soccer Club, team captain

San Dieguito Boys & Girls Club, volunteer

2019

2018

2015 - 2019

2012 - 2019

Summers 2017 - 2019

SKILLS

Proficient in Microsoft Word, Excel and PowerPoint

Oral and written proficiency in Spanish

IMPORTANT NOTES

1 If you have declared your major, include your expected degree in the Education section.

2 Remove high school information by the end of sophomore year.

3 The Experience section can include paid jobs, volunteer positions, work in a family business, leadership positions or other experiences.

FIRST LAST

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www.linkedin.com/in/name

SAMPLE FINANCE AND REAL ESTATE RESUME

EDUCATION

University of San Diego (USD), San Diego, CA
Bachelor of Business Administration in Finance and Real Estate **1** Expected May 2021
GPA: 3.5
Study Abroad, Madrid Center, Madrid Spain Aug. 2018 - Dec. 2018

RELATED PROJECTS (optional section & example)

Company Analysis Project: Petco, University of San Diego, CA Spring 2019
• Analyzed real estate, industry, strategic position, accounting methods, financials, projected growth and cost of capital for a company of our choice **3**

International Financial Management Project, Madrid Center Fall 2018
• Compiled and presented a macro-level analysis of Spain, Germany, Russia, Argentina and Brazil on international finance topics (BOP, ForEX risk, currency regimes, etc.)

WORK EXPERIENCE

Financial Analyst Assistant, San Diego Gulls, San Diego, CA May 2018 - Present
• Develop and run a financial model to evaluate draft picks with potential salary caps for the Sr. VP of finance
• Assess the incremental sales potential of new and relocated stadium opportunities, utilizing in-house models
• Inspect variances from approved business plans and/or previous budgets and update the investment financial data in project cash flows
• Support senior VP's effort to negotiate 5% lower price for client by creating merger model to analyze best-case, average and worst-case scenarios

Campus Marketing Consultant, FanDuel.com, San Diego, CA Sept. 2017 - Mar. 2018
• Developed the company brand, image and online/campuswide marketing programs for the fantasy-based start-up aiming to create a social network
• Increased brand awareness and contributed to 20% user growth from USD student population

LEADERSHIP EXPERIENCE

President, Men's Club Volleyball, University of San Diego Jan. 2018 - Present **4**
• Facilitate tryouts and practice, tournament registration, communication with the sports club staff as well as the league commissioner

New Member Educator, Real Estate Society, University of San Diego Sept. 2017 - Present
• Teach 30 new members the mission, vision and values of the organization
• Participated in LeaderShape Institute Conference 2017

Eagle Scout, Boy Scouts of America, Cherry Hill, NJ Aug. 2015

SKILLS AND INTERESTS

Tech: Bloomberg certified, Microsoft Excel certified
Language: Intermediate Spanish speaker
Interests: Softball, snowboarding, fantasy baseball and football

IMPORTANT NOTES

1 Include your GPA if it is 3.0 or above.

2 Include study abroad experiences.

3 Club involvement often demonstrates skills and qualifications employers are seeking in candidates.

4 Your experience should be listed in reverse chronological order, with the most recent experience listed first.

EDUCATION

University of San Diego Expected May 2021
 Bachelor of Business Administration 1
 Minor: Spanish
 Study Abroad: Anglo American University–Prague Fall 2019

2

PROJECTS

Uber Financial Analysis Project, University of San Diego Spring 2019
 • Analyzed greater San Diego social media, promotional online advisements for driver referrals
 • Recommended ways to increase Uber driver referral promotions by 30%

EXPERIENCE

Resident Assistant, University of San Diego August 2018 - Present
 • Provide educational programs and support for residence floor comprised of 60 college students
 • Conduct rounds throughout the building to ensure security and enforcement of university policies
 • Establish relationships with residents to build open communication and a positive college experience

Receptionist, Infinity Salon and Day Spa May 2014 - August 2017
 • Greeted customers with enthusiasm and professionalism while providing the highest level of exceptional customer service
 • Worked closely with spa manager to educate, promote and sell merchandise on an ongoing basis
 • Proactively solicited clients for treatments and scheduled their appointments
 • Processed all monetary transactions accurately 3

LEADERSHIP AND COMMUNITY SERVICE

Changemaker Chair Fellow, University of San Diego June 2018 - Present
 • Manage a team of eight fellows to create and execute programming and action steps to tackle social innovation and social justice issues
 • Propose and execute a plan for the School of Business to incorporate education on diversity and inclusion issues in the workplace
 • Manage freshman orientation events to introduce students to pathways of innovation
 • Network with student leaders to collaborate on 30% of our events and initiatives
 • Facilitate and develop four design-thinking workshops for organizations on and off campus

Volunteer Coach, Girls on the Run Fall 2018 - Present
 • Participate in weekly fundraising for the foundation
 • Serve as motivational coach for elementary school girls in the San Diego area

President, Spanish National Honor Society March 2020 - Present

AWARDS

Dean’s List, University of San Diego 2017 - 2019
 First Honors, University of San Diego 2017 - 2019

SKILLS

Bilingual in English and Spanish 4
 Proficient in Microsoft Office, Microsoft Excel certified

IMPORTANT NOTES

- 1 Include GPA if the employer has requirements for the position; otherwise, it is a personal choice to include.
- 2 A resume should be one page in length if you have less than five-ten years of work experience.
- 3 There are various viewpoints on resume formats. If you have additional questions, please make an appointment with a career counselor.
- 4 A skills section is not required; often listed within the cover letter.

FIRST LAST

(619) 260-4654 | name@sandiego.edu
www.linkedin.com/in/name

SAMPLE MARKETING RESUME

EDUCATION

- University of San Diego, San Diego, CA
Bachelor of Business Administration in Marketing
GPA: 3.55 **1** Expected May 2020
- Semester at Sea, University of Virginia
• Traveled to 16 countries in four months with over 500 students
• Studied different cultures through field labs, service projects, and global-oriented classes
Aug. 2018 - Dec. 2018

WORK EXPERIENCE

- Marketing Assistant
Red Door Interactive, San Diego, CA
• Assist with building HTML email campaigns including welcome, newsletters, win-backs and one-offs
• Maintain and analyze reporting to improve campaigns
• Test and optimize subject lines, content, placements and ad copy **2**
• Work with external affiliates to set up and test new offers
• Collaborate cross-departmentally and research industry-specific sites for new marketing angles and opportunities
• Write client materials, press releases, press packets, brochures, presentations and website information for various clients
May 2018 - Present
- Social Media Consultant
TakeLessons.com, San Diego, CA
• Analyzed customer engagement, experience and retention through management of social media accounts and analytics
• Increased brand awareness and contributed to 20% user growth from USD student population
• Developed the brand image of a start-up company through social media marketing primarily targeting kids, mothers, and military families
• Created the company's LinkedIn account and coordinated donation events at military units for families with deployed soldiers
May 2017 - Sept. 2017

LEADERSHIP AND VOLUNTEER EXPERIENCE **3**

- Vice President
American Marketing Association (AMA), University of San Diego
• Lead AMA University of San Diego collegiate chapter by planning and holding meetings, hosting speakers, marketing panels and workshops that help students to broaden their marketing knowledge and learn relevant skills
• Work with the San Diego AMA professional chapter and the local collegiate chapters to plan events and develop marketing leaders
Jan. 2019 - Present
- Volunteer
Habitat for Humanity, University of San Diego
• Collaborated with a team of fellow volunteers to develop houses for those in need
May 2017 - Aug. 2017

RELATED PROJECTS (optional based on experience)

- International Marketing Project
Semester at Sea **4**
• Compiled and presented a marketing analysis of Spain, Germany, Russia, Argentina and Brazil on the topic of international social media practices
Fall 2018

AWARDS (optional based on experience)

- First Academic Honors/Dean's List, University of San Diego
Mortar Board Scholarship Recipient, University of San Diego
Fall 2017, Spring 2018
Fall 2016, Spring 2017

SKILLS

Social media applications (Facebook, Instagram, Pinterest, Snapchat, Twitter, etc.)
Certified in Google Analytics and Google Ads
Certified in Microsoft Excel & Excel Specialist

IMPORTANT NOTES

- 1** GPA is not required to be listed on the resume.
- 2** Analytics software and skills are crucial in marketing. Develop these skills and include them in your resume.
- 3** Get involved! Employers are interested in individuals who can show interest in activities outside of the classroom.
- 4** A Related Projects section is encouraged because it allows you to add marketing-related experiences to your resume.

EDUCATION

Bachelor of Arts, Communication Studies Expected May 2020
 University of San Diego San Diego, CA
 • Minor in Marketing Overall GPA: 3.5 **1**
 • Lambda Pi Eta, Communication Studies Honor Society

International Study **2** Winter 2018
 • CEA, Barcelona, Spain Summer 2018
 • Macquarie University, Sydney, Australia

PUBLIC RELATIONS & MARKETING EXPERIENCE **3**

Public Relations of San Diego San Diego, CA
 Public Relations Intern Jan. 2020 - Present
 • Craft pitches for both local and national outlets utilizing GroupHigh to reach target market
 • Create and update editorial calendars and monthly reports
 • Take on front-of-house responsibilities to streamline Vocus software for department
 • Compose social media content on Instagram, Twitter, and Snapchat for various clients

i.d.e.a. San Diego, CA
 Reputation Intern Sept. 2019 - Dec. 2019
 • Composed and published 15 media releases targeting GenZ population
 • Mediated between media and client to ensure clarity and satisfaction
 • Organized and implemented social media campaign for three local businesses
 • Clipped client placements into public relations debriefs

Allied Integrated Marketing Communications San Diego, CA
 Film Marketing Intern June 2019 - Sept. 2019
 • Managed and filled six film screenings highlighting new international films
 • Wrote reports directly to studio after screenings
 • Acted as liaison between studio and press following protocol
 • Coordinated eight events for upcoming films

PopcornX Sydney, Australia
 Integrated Marketing Communications Intern Summer 2018
 • Drafted client public relations debriefs; updated public relations and media databases
 • Engaged with the media directly and coordinated firm launch parties
 • Managed clients' social media pages, increasing engagement by 15%

ATHLETICS & LEADERSHIP

Division I Student-Athlete Fall 2016 - Spring 2018
 University of San Diego Varsity Tennis Team
 • Utilized teamwork and time management to devote 20+ hours a week to training, practice, competition and travel while maintaining a full academic course load
 • Served as a liaison between students and administrators, working to improve communication and understanding by participating in the Student-Athlete Advisory Committee

COMPUTER SKILLS **4**

Proficient in Microsoft Office, Final Cut, Vocus, and GroupHigh
 Experienced with social media: Facebook, Twitter, Tumblr, Hootsuite and Sysomos

IMPORTANT NOTES

- 1** Include your GPA if it is 3.0 or above.
- 2** Highlight study abroad in the Education section.
- 3** Create headers that help to showcase experience related to the industry.
- 4** Review the job description to identify skills that are relevant to the position you are seeking.

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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
- 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
- Research housing policies and initiatives in greater San Diego area

February 2019 - Present

Museum of Man, 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

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 transfer school information if an associate degree was obtained or if courses taken are relevant to the career field; otherwise, 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.

FIRST LAST

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

EDUCATION

University of San Diego (USD)
 Bachelor of Arts in English, Minor in Theology and Religious Studies Expected May 2020

PROJECTS

Senior Thesis, Faculty Advisors: Sr. Mary Hotz and Dr. Koonyong Kim Fall 2019
 "Mary Wollstonecraft's Entwinement of the Law and Literature: *Maria, or The Wrongs of Woman* and the Creation of a Legal Space for Women"

"Fallen Leaves," "Overnighters," "Sound of Victory," *Alcala Review* Fall/Winter 2019

"After the Bell Tolls," *Ink In Thirds – Issue IV* June 2018

RELEVANT EXPERIENCE

Alcala Review, USD Literary Journal, San Diego, CA August 2019 - Present
Marketing Committee

- Organize and compile the literary journal to be professionally printed and sold
- Edit numerous works of fiction, poetry, and prose submitted by students
- Design fliers and banners to invite students to club events around campus

Fundraising Manager January 2019 - August 2019

- Organized slam poetry philanthropy event to raise funds for the African Library Project
- Demonstrated leadership through consultations, delegation, and critiques with contributing poets

English Department, Writing Center, USD, San Diego, CA January 2019 - August 2019
Writing Tutor

- Assisted students in all stages of the writing process: brainstorming, organizing, and revision
- Developed strategies to adapt to learning needs, personalities, and language barriers in 50+ sessions

Speak City Heights, San Diego, CA Summer 2019
Editorial Intern

- Reported on a local, multicultural community with a nonprofit online news outlet
- Wrote articles, composed interviews, captured photos and video for website
- Analyzed state and county data to supplement reporting
- Updated WordPress site with new posts; created and managed Instagram account
- Compiled and sent out weekly email to subscribers via Constant Contact

INVOLVEMENT

Sigma Tau Delta English Honors Society, USD Fall 2018 - Present

IMPORTANT NOTES

1 On an academic CV, use MLA format, like this: "Lucid Interval." *The American Poetry Review* 44.1 (November/December 2018): 20.

2 Change the focus of your resume to align with creating content or editing, depending on the position.

FIRST LAST

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

SAMPLE SOCIAL SCIENCES RESUME

EDUCATION

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

Bachelor of Arts in Psychology, Minor in Philosophy

- GPA: 3.66; Dean's List (five semesters)

- Languages: Fluent in Spanish and English and attended the UC Davis DPICS Spanish Coding College (2019)

1

Expected May 2021

2

AWARDS

Member of the Honors Program, USD

Presidential Scholarship, USD

Fall 2018 - Present
2018

RESEARCH EXPERIENCE

Personalizing Parent Training Interventions for Culturally Diverse Families | NIMH R34 Grant | USD

Co-Investigators: Kristen McCabe, Ph.D. and May Yeh, Ph.D.

- This study aims to develop and pilot test a personalized version of Parent-Child Interaction Therapy (PCIT) to improve engagement and outcomes for culturally diverse families.

Coding Coordinator

- Oversee a team of five research assistants on the coding of both treatment fidelity and parent-child interaction videos.
- Lead coding meetings to maintain high interrater reliability and prevent coder drift.

Volunteer Student Research Assistant

- Transcribed structured therapist interviews, and translated recruitment materials from English to Spanish.
- Assisted in training therapists, met criteria for DPICS reliability.
- Analyzed qualitative interview data and prepared for presentation Colloquium, WPA.

3

2017 - Present

Fall 2019 - Present

Fall 2018 - Spring 2019

CLINICAL EXPERIENCE

Peer Coach, USD Center for Student Success, San Diego, CA

- Conduct individual academic success coaching sessions with caseload of nine students on academic probation
- Create measurable and targeted goals with client to overcome persistent academic challenges
- Review videotaped sessions with licensed clinical supervisor to enhance coaching skills

Intern, Scripps Mercy Hospital, San Diego, CA

- Shadowed trauma medical staff under the supervision of Dr. Steven Shackford
- Observed fast-paced emergency care in the trauma unit and ICU, and doctor-patient relationship building

4

September 2019 - Present

Summer 2019

PRESENTATIONS AND PUBLICATIONS

McCabe, K., Green Rosas, Y., Sakamoto, M., Argero, Z., La, R., Kehoe, K., Yeh, M., & Proctor, C. (2019, October). Creating reliable guidelines to code imitation. Poster presented at the Society for Advancement of Chicanos/Hispanics and Native Americans in Science, San Antonio, TX.

ACTIVITIES

President, Psychology Club, USD

Undergraduate Representative on the Institutional Review Board, USD

2019 - Present

2019 - Present

IMPORTANT NOTES

1

Change the order of your sections to emphasize the most relevant experiences for your applications.

3

Typically, social sciences graduate schools ask for a CV, which can be longer than a page.

2

Include relevant coursework if you have taken unique classes, or are still building your experiences.

4

For more examples of clinical hours in a hospital setting, refer to the pre-health resume sample on page 21.

EDUCATION

University of San Diego (USD)
B.A. in Theatre, Minor in Music
GPA: 3.4

San Diego, CA
Expected May 2020

RELATED EXPERIENCE

USD Department of Music, San Diego, CA
Choral Scholar

Fall 2016 - Present

- Selected to receive full tuition scholarship based on competitive audition process and academic performance
- Rehearse five hours per week as an ensemble, with additional individual and sectional practice sessions and private vocal lessons
- Maintain a busy performance schedule, including four to six full concert performances yearly as well as appearances at official USD functions and outside bookings

Method Center Actors Theater, San Diego, CA
Theater Director

January 2019 - Present

- Supervise staff by leading production meetings, directing daily tasks, and monitoring individual performance
- Conduct casting calls as well as produce and direct multiple professional theater productions

USD Department of Theatre, San Diego, CA
Scenic Designer

December 2018 - March 2019

- Designed and constructed set of *Finding the Sun* in student lab production
- Created immersive set for cast of eight with sold-out shows for entirety of production run

January - March 2018

Assistant Director

- Oversaw company of *This is Our Youth* and acted as stage manager when necessary
- Reviewed actor progress and provided acting and line notes when needed

January 2018
Fall 2017

NOTABLE PERFORMANCES

Performer, Choral Scholars & Kammerchor der Universität zu Köln, Trinitatiskirche, Germany
Actor, USD Department of Theatre, Hermia in *Midsummer's Night Dream*
Performer, C4 Festival/Mission Santa Clara de Asis
Performer, Angelus Early Sacred Music Concert

January 2019
November 2018
May 2018
April 2017

INVOLVEMENT

Member, Alpha Psi Omega – Theater Honor Society, USD
Cellist, Chamber Music Ensemble, USD
Station Director, USD Radio

Fall 2018 - Present
Fall 2017 - Present
Fall 2017 - Spring 2018

WORK EXPERIENCE

Department of Residential Life, USD, San Diego, CA
Resident Assistant

Fall 2018 - Present

- Establish and maintain a positive living environment for 32 diverse first-year students
- Create and implement programs, policies and services to build community
- Serve as a resource, peer counselor and peer educator
- Enforce university policies to ensure residents' safety

1 Actors submit 8x10 color headshots for auditions, with a brief list of experiences attached to the back.

3 Connect with faculty members for industry guidance.

2 For musicians, YouTube clips, electronic portfolios, and web pages are important tools to promote themselves and demonstrate skill level.

1

First Last

(619) 260-4654 • etorero@sandiego.edu • http://www.elizabeth-portfolio.com

2

EDUCATION

University of San Diego (USD)
Bachelor of Arts in Visual Art and Art History
 Study Abroad, Florence Institute for the Arts, Florence, Italy

San Diego, CA
 Expected May 2020
 Spring 2018

RELEVANT EXPERIENCE

- Teaching Artist**, Museum of Photographic Arts, San Diego, CA May 2019 - Present
- Design lesson plans to engage groups of children ages 8-14 in beginning photography
 - Facilitate creative activities and a supportive, exploratory learning environment
 - Lead family tours through the studio space to highlight the educational program and museum
- Intern**, University Galleries, USD August 2018 - December 2018
- Carefully photographed print collection for digital archives, employing both photography software and the collection management system (TMS—The Museum System)
 - Utilized proper art handling techniques for works on paper
- Darkroom & Wood Shop Monitor**, Art, Art History + Architecture Department, USD August 2017 - May 2018
- Monitored productivity and ensured safety and proper handling of tools and chemicals for students
- Freelance Photographer**, Coastal Lifestyle and Fashion Blog, Las Vegas, NV October 2017 - May 2018
- Orchestrated weekly photo shoots with models to highlight fashion trends for local boutique
 - Created engaging content via WordPress and increased blog followers by 20% in three months

EXHIBITIONS

3

- Visual Arts Center Gallery, Solo Senior Thesis Exhibition: *When There Was Light* April 2020
 San Diego Art Institute, *The Drought Before the Rain*: Group Exhibition May 2019
 Space4Art, *Technology and the Earth*: Installation Artist December 2018

SKILLS

Adobe Creative Suite: Illustrator, Photoshop, InDesign, Lightroom
 Graphic Design: Print and online advertisements, publications, logos, and e-mail design
 Web Design: Squarespace and basic HTML coding
 Photography: Digital, analog, studio lighting

GRANTS AND AWARDS

- Departmental Award for Exceptional Performance in Visual Arts Spring 2020
 Associated Students Research Grant for Creative Work Spring 2019
 Department of Art, Architecture + Art History Materials Grant Summer 2018

4

IMPORTANT NOTES

1

An artist will need to create a portfolio; portfolio norms vary by industry.

2

Each individual's resume will look different depending on the field, and some positions may not need a resume at all.

3

Include and prioritize information that is most connected to the desired position. For example, an artist might decide to move their Exhibitions section above Experience.

4

Connect with faculty members for industry guidance.

First Last

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

EDUCATION

University of San Diego San Diego, CA
Expected May 2020
Bachelor of Arts in Environmental and Ocean Sciences, pathway in Environmental Science, Minor in Biology
 • Relevant Coursework: Environmental Assessment Practices, Environmental Geology, GIS
 • GPA: 3.2



The School for Field Studies, Costa Rica Spring 2019
Center for Sustainable Development Studies
 • Conducted original research project: Quantification of ecosystem services in agro-forestry systems and forest fragments
 • Gained skills in experimental design, hypothesis testing, data collection and analysis, and using ESRI ArcMap software

RELATED EXPERIENCE

Department of Environmental and Ocean Sciences, University of San Diego San Diego, CA
Fall 2019 - Present
Research Assistant, Drew Talley, PhD
 • Research on bioaccumulation of metals in bivalves in Mission Bay
 • Test for concentrations of metals in bivalves' soft tissues and shells and compare to levels in soil samples
 • Use ICP-MS and XRF to analyze metals

City of San Diego, Metropolitan Wastewater Department San Diego, CA
Summer 2019
Management Intern, Storm Water Pollution Prevention Program
 • Supported the Storm Water Division by monitoring dry weather and coastal sites throughout the city of San Diego
 • Conducted illegal connection/illegal discharge investigations and eliminated sources of pollution into the storm drain conveyance system
 • Analyzed storm drain water samples for ammonia, nitrate, phosphate, and detergent content as well as pH, turbidity

Ocean Discovery Institute San Diego, CA
Fall 2018
Intern
 • Taught science lessons at elementary schools to underserved youth
 • Assisted with hands-on earth science lessons ensuring student safety and understanding of lab techniques

SKILLS



- **Equipment:** Lachat four-channel nutrient autoanalyzer, Bach-Coulter laser particle sorter, ICP-MS, XRF, CTD, YSI multimeter, box corer, multi-corer
- **Laboratory Techniques:** CHEMetric Vacu-vial methods, Hach nutrient analysis methods, Winkler titration, NMR, mass spec
- **Computer:** Microsoft Office suite; ArcMap and ArcGIS; R Commander
- **Language:** Conversational proficiency in Spanish

ACTIVITIES

Member, Women in STEM, University of San Diego Fall 2017 - Present
 Member, Rock Climbing Team, University of San Diego Fall 2016 - Present



IMPORTANT NOTES

- 1** Specify classes (by course title) that are relevant to the job you are seeking.
- 2** A skills section can be edited to fit the requirements of a position you are applying to.
- 3** Certifications and awards can also go on a resume if relevant to your experience.

First Last

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

San Diego, CA
May 2020

EDUCATION

University of San Diego
Bachelor of Arts, Biochemistry
GPA 3.43

RELEVANT COURSE WORK

- Genetics
- Instrumental Analysis
- Biochemistry/Lab
- Chemistry/Lab
- Biophysical Chemistry/Lab
- Research Methods

LAB SKILLS

- Knowledge of and experience with organic synthesis and purification techniques
 - Biochemistry and molecular biology lab techniques, including sterile technique, PCR, DNA purification and gel extraction, agarose gel-electrophoresis, yeast/bacterial cell culture, recombinant DNA plasmid purification, bacterial/yeast transformation
 - Direct experience running instruments and interpreting data using NMR, IR, GC and HPLC
 - Experience following detailed laboratory protocols with minimal supervision
 - Hands-on experience in buffer, media and solution preparations

ADDITIONAL SKILLS

- Excellent written communication skills from report writing
- Data entry and analysis experience using MS Excel database
- Organizational ability demonstrated in efficient and accurate supply orders
- Proficient with MS Word, Excel, PowerPoint, Adobe Photoshop, Windows and Mac OS

RESEARCH EXPERIENCE

- Laboratory Teaching Assistant, University of San Diego Spring 2019

 - Assisted professor with the general chemistry laboratory of 30-plus students
 - Ensured student safety and understanding of general chemistry laboratory techniques
 - Presented findings at campus symposium
- Undergraduate Researcher, Laboratory of Dr. Mary Smith, University of San Diego Fall 2018

 - Researched computational chemistry in a wide variety of systems, including quinoxalines and nucleic acids
 - Used *ab initio*, DFT and molecular dynamics to investigate structure and mechanism of reactions
 - Acquired molecular modeling skills: Gaussin, SPARTAN, InsightII, AMBER, MOIL, CURVES

VOLUNTEER EXPERIENCE

- Member, University of San Diego STEM Outreach Club Sept. 2018 - May 2019
- Developed age-appropriate laboratory protocols for elementary and middle school students
 - Led middle school students in hands-on activities covering physics, biology, chemistry and engineering during weekly meetings
 - Volunteered at special events, such as a weekend STEM Fair for local middle and high school students

POSTERS AND PRESENTATIONS

“A Study of Structure and Mechanism of Quinoxalines.” Poster presentation, University of San Diego Creative Collaborations Conference in San Diego, CA. April 18, 2019.

ACTIVITIES

- Member, Chemistry and Biochemistry Club, University of San Diego 2017- Present
Student Member, San Diego BIOCOM Professional Association 2017 - Present

IMPORTANT NOTES

- This area of the resume shows your qualifications to perform the job duties.
- Think beyond paid employment/internships. Include relevant experience that allowed you to use your skills.
- Include conferences, presentations, and publications.
- Highlight clubs and activities on and off campus.

EDUCATION

Bachelor of Arts in Sociology, May 2020, Minors in Biology and Psychology
University of San Diego, San Diego, CA

- Cumulative GPA: 3.68/4.00, Science GPA: 3.87/4.00
- Academic Highlights: Dean's List (four semesters); Presidential Merit Scholarship
- Relevant Coursework: Microbiology & Lab; Genetics; Cell Physiology & Lab; Organic Chemistry I & II & Labs; Abnormal Psychology; Anatomy & Physiology I & II & Labs; Biochemistry

MEDICAL EXPERIENCE

UC San Diego Medical Center, San Diego, CA
Neurosurgery Department

Aug. 2019 - Present
(40 hours)

- Volunteer under the supervision of the head nurse, talk with patients, stock shelves, and assist nurses

Occupational Therapy (Rehab) Department

(30 hours)

- Volunteer, observing patient/doctor relations, discussing potential treatment options of patients, following scheduled appointments and attending follow-up appointments

Scripps Mercy Hospital, San Diego, CA
Dr. Michael A. Ram, M.D., General Surgeon

May 2017 - Dec. 2019
(120 hours)

- Shadowed Dr. Ram in the operating room, at his office hours and doing rounds on hospital floors
- Listened to patients' heartbeats, gastrointestinal sounds, and checked vitals; read patient charts and wrote common orders for the nurses on the floor
- Learned common sterility procedures, how to scrub into cases, and how to read radiographic images in the operating room
- Observed a Nissen procedure, hernia repairs, a cholecystectomy, mastectomies, nephrectomies, and multiple laparoscopic surgeries

LEADERSHIP EXPERIENCE

American Medical Student Association, USD, San Diego, CA
Social Chair

Aug. 2018 - Jan. 2019

- Developed mentoring program to match undergraduate members with graduate students
- Organized multiple local fundraising efforts, including Breast Cancer Awareness
- Advertised and promoted the organization, quickly growing group to over 50 members in one semester

Member, Phi Beta Kappa National Honor Society, USD, San Diego, CA
Member, Phi Delta Epsilon Pre-Medical Fraternity, USD, San Diego, CA

Jan. 2019 - Present
Jan. 2018 - Present

VOLUNTEER EXPERIENCE

Crawford High School Mentor Program, San Diego, CA
Mentor

Jan. 2019 - Present
(200 hours)

- Help three 10th grade students explore health care fields and identify their career interests (six hours/week)
- Effectively build rapport to establish a trusting relationship and environment to discuss student concerns

University of San Diego Medical Brigades, San Diego, CA
Volunteer

Summer 2018
(60 hours)

- Provided primary health care to underprivileged children in Honduras
- Attended training sessions on Honduras and health clinics
- Facilitated electronic medical record charting for 200+ patients per day

SKILLS

- Language: Bilingual in English and Arabic, able to transcribe and translate medical information
- Computer: Microsoft Office programs; Noldus; SPSS and academic search databases including MEDLINE/PubMed, ERIC, JSTORE, EBSCO, PsychINFO and Mergent

IMPORTANT NOTES

1 List both your cumulative and science GPA.

3 For your medical and volunteer experience, include the number of hours.

2 If you have further questions on pre-health topics, make an appointment with USD's pre-health advisor on Handshake.

FIRST LAST
5998 Alcala Park
San Diego, CA 92110
(619) 260-4654
name@sandiego.edu

Education

Shiley-Marcos School of Engineering, University of San Diego
B.A. Computer Science, Minor: Finance

San Diego, CA
Expected May 2020

Related Coursework

Principles of Digital Hardware
Database Management Systems Design

Operating Systems
Automata Theory

Digital Hardware
Data Mining

1

Experience

CompSci, Inc.
Data Officer Intern

Carlsbad, CA
June 2017 - Present

- Design, implement, and manage customer database, providing quick and efficient access to scan data and order history
- Build statistical and econometric models, and aggregate reports to analyze business growth and provide insight into potential improvements or additions to current operations
- Collaborate with a small team to provide an outstanding customer experience through our web operations
- Manage a full-time academic schedule in addition to all work requirements and responsibilities

USD Student Support Services
Math Tutor

2

San Diego, CA
September 2017 - May 2018

- Assisted clients with comprehension and problem solving strategies in regard to calculus, statistics, algebra, and geometry
- Reviewed course materials, assigned additional material as needed and managed parent and student academic expectations

Projects

Movie Recommendation System, Data Mining Class

Fall 2017

- Reviewed and analyzed data from a movie rating system to identify themes and user sentiments associated with ratings feedback
- Utilized C, Python and Java to develop a system that gathers and codes all user comments for particular movies and then calculates an average rating score and highlights top rated movies

Skills

- **Programming Languages:** C, C++, Java, and x86 Assembly
- **Operating Systems:** Microsoft Windows, iOS, and Linux

Leadership Experience

USD Robotics Club
VP of Community Relations

San Diego, CA
September 2016 - Present

- Raised \$9,000 by pitching advertising packages to local businesses to fund the team to compete at a national competition in Honolulu, HI

IMPORTANT NOTES

1

Include specific coursework that is relevant to the position you are seeking.

2

Review the job description to identify skills and key words that are relevant to the position you are seeking.

EDUCATION

<p>University of San Diego Shiley-Marcos School of Engineering BS/BA (dual degree) in Industrial and Systems Engineering • Minor in Supply Chain Management</p>	<p>San Diego, CA Expected Completion: May 2020 Overall GPA: 3.5 Major GPA 3.72</p>
<p>San Diego Mesa College Associate of Science in Engineering</p>	<p>San Diego, CA Graduation: June 2017</p>

ENGINEERING PROJECTS AND EXPERIENCE

<p>Senior Design Project • Worked on a team of three to simulate a full-scale building site assessment, foundation design, cost estimates, scheduling and productivity management • Used AutoCad to design all structural components • Presented results of this project to faculty, teaching assistants and over 40 peers</p>	<p>Spring 2020</p>
<p>Oracle Intern • Researched and interviewed staff to determine the current business processes of USD's NROTC department to help Oracle implement a new schoolwide database system • Created process flow diagrams for every distinguishable departmental operation • Presented final project findings at the 2019 USD Creative Collaborations Undergraduate Research Conference</p>	<p>Summer 2019</p>

SKILLS

Relevant Coursework: Design of Experiments, Sustainability and Engineering, Manufacturing Systems, Operations and Supply Chain Management, Facilities Management
 Computer Software: Word, Excel, PowerPoint, Visio, Access
 Certifications: Six Sigma Green Belt, CPR/First Aid

PROFESSIONAL EXPERIENCE

<p>U.S. Air Force Manager, Aircraft Maintenance • Evaluated the performance of 26 maintenance technicians on a daily basis • Managed the maintenance of hundreds of equipment assets including aircraft hydraulic components and landing gear valued at over \$1.5M • Saved 110 man-hours per month on aircraft maintenance procedures by streamlining key steps (a 35% increase in efficiency) • Trained over 80 aviation maintenance technicians in hydraulic systems maintenance and repair</p>	<p>Edwards, CA September 2012 - May 2014</p>
<p>U.S. Air Force Ground Support Equipment Technician • Maintained airborne equipment including hydraulic pumps and cylinders for the Maintenance Department • Retrofitted 90 Air Start Units with new electronic governors as a member of the Air Start team</p>	<p>Edwards, CA February 2009 - August 2012</p>

AFFILIATIONS

<p>USD Institute of Industrial and Systems Engineers (IISE)</p>	<p>Fall 2017 - Present</p>
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IMPORTANT NOTES	<p>1 Include specific coursework that is relevant to the position you are seeking.</p>	<p>3 Present your accomplishments in the experience section by adding the result or outcome of a task.</p>
	<p>2 Review the job description to identify skills and key words that are relevant to the position you are seeking.</p>	<p>4 List professional associations, especially if they are relevant to the position.</p>

FIRST LAST

5998 Alcalá Park • San Diego, CA • 92110 • (619) 260-4654 • name@sandiego.edu

Education

University of San Diego Shiley-Marcos School of Engineering
 BS/BA in Mechanical Engineering
 Minor in Mathematics and Finance

1

Graduation: December 2020
 Engineering GPA 3.2
 Math GPA 3.5, Finance GPA 3.8

Professional Experience**2**

LabelTek
 Intern

San Diego, CA
 Summer 2019

- Collaborated with LabelTek's engineering team to reduce errors in thermal transfer printed labels
- Delegated projects to five qualified team members including error identification, rejection automation, mechanical analysis, electrical analysis, manufacturing, testing and implementation
- Leveraged Matlab for controls and calculations, SolidWorks for finite element analysis and manufacturing, and programming in R in finalizing formal documentation

Set the Facts Inc.
 Consulting Intern

San Francisco, CA
 Summer 2018

- Gained insight into a variety of client workflows such as global asset management, hedge funds and global business and banking
- Fostered client-facing skills through the development and customization of portfolio analytics to add value to user workflows
- Streamlined research and presented performance analytics to managers and consultants as the culmination of the internship

Shiley-Marcos School of Engineering
 Teaching Assistant

San Diego, CA
 Fall 2017

- Graded all levels of work for Introduction to Engineering Programming focusing on programming in C language and working with a Unix operating system
- Consulted with the professor about effective teaching methods and adjusted approach to meet student needs

Projects

Senior Design Project

Fall 2019 - Present

- Collaborated on a multidisciplinary team to develop an AC system using waste heat of an IC engine
- Designed the heat exchanger, project layout, and solid works drawings
- Presented findings as poster during Engineering and Computing Showcase

3**Skills**

Software: Matlab, AutoCAD, SolidWorks and programming in C & R

Machine Shop: Lathe, mill and drill press

Languages: English (fluent), French (intermediate)

IMPORTANT NOTES**1**

You can select to include your overall GPA, major GPA, or both.

3

Course projects often demonstrate the skills and qualifications employers are seeking in candidates.

2

Include internships, part-time jobs, and research that demonstrate experience related to the position you seek.

First Last

(619) 260-4654 • name@sandiego.edu • http://www.name-studio.com

1

EDUCATION

University of San Diego, San Diego, CA
Bachelor of Arts, Architecture, May 2020
GPA: 3.5; Dean's List seven of eight semesters

University of San Diego, Study Abroad Program
Istanbul Technical University - Istanbul, Turkey
Summer 2019

RELEVANT PROJECTS

Urban Dwellings: International Housing Developments, University of San Diego August 2018 - Present
McNair Scholar

- Investigate rapid urbanization through mass housing developments in Istanbul, Turkey
- Presented findings to colleagues at summer symposium

The Urban Village as Innovation Hub, University of San Diego August 2018 - December 2018
Architectural Design Vertical Studio

- Planned for the revitalization of the University Village west of the University of San Diego campus
- Presented analysis, vision and design development to peers and faculty

Experiments in Dwelling: Mass Housing Typologies, University of San Diego January 2018 - May 2018
Architectural Design Studio II

- Analyzed cultural practice that structures both the physical and social environment for a housing site in Tijuana, Mexico
- Designed a prototypical living unit and aggregation utilizing Rhinoceros
- Presented site analysis, case studies, vision and design development to peers, faculty and invited jurors

LEADERSHIP & ACTIVITIES

American Institute of Architecture Students, University of San Diego August 2019 - Present
President

- Organize monthly chapter meetings
- Publicize, promote and attend local and national events
- Recruit firms to speak at events, creating networking opportunities for students

USD OLE! Weekend Orientation, University of San Diego August 2018
Event Crew

- Supervised team members assisting new students and families on move-in day
- Provided logistical support for meetings and educational sessions
- Prepared welcome packets for incoming first-year students

SUMMARY OF QUALIFICATIONS

2

Computer Skills

- Rhinoceros (AutoCAD), SketchUp, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Microsoft Office

Design Skills and Equipment

- Drafting, sketching, printmaking, model making, laser cutting

PROFESSIONAL AFFILIATIONS

3

American Institute of Architects, Student Allied Member 2016 - Present
• Presented findings to colleagues at summer symposium

IMPORTANT NOTES

1

While a resume is important, it is critical for students pursuing opportunities in architecture to also have a portfolio and website showcasing their experience, skills, and knowledge.

2

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

3

List professional associations, especially if they are relevant to the position.

First Last

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

EDUCATION**University of San Diego**

Bachelor of Arts 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
- Start and manage social media accounts, increasing presentation attendance by 26%
- Create leadership training for teen community activists
- Recruit 15 local high school students to participate, including four foster system youth
- Mentor youth as they develop social innovation program ideas

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

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 Joint Service Achievement Medal and USMC Good Conduct Medal

San Diego, CA

2011 - 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

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.

SAMPLE LAW SCHOOL RESUME

First Last

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

LSAC ID: 1234567

1

EDUCATION

B.A. in Political Science, Minor in Ethnic Studies, University of San Diego

- Cumulative GPA: 3.65, In-Major GPA: 3.72, GPA Last 60 Credits: 3.84
- Dean's List, Mortar Board, Honors Program, Phi Beta Kappa
- Honors Thesis: The Commerce Clause and Gun Regulation

2

May 2020

Washington Center Academic Seminar, Washington, D.C.

January 2019

Relevant Coursework:

Constitutional Law (A)

International Law (A-)

Philosophy of Law (A-)

Comparative Law (A-)

Judicial Behavior (A)

Legal Ethics (B+)

RELEVANT EXPERIENCE

3

Legal Administrative Intern

Casa Cornelia Law Center

September 2018 - June 2019

San Diego, CA

- Translated and processed I-485 adjustment of status visa applications for immigrants who have been victims of domestic violence
- Helped write briefs and letters for an asylum and prosecutorial discretion case resulting in the client being released from custody
- Conducted interviews with clients in Spanish and French

Secretary

Phi Delta Pre-Law Fraternity

September 2018 - June 2019

University of San Diego

- Organized law school representatives to visit campus for current trends panel
- Recorded notes at monthly meetings and events
- Created an alumni network that will help members choose law schools

Editor/Writer

The Vista Student Newspaper

January 2017 - May 2019

University of San Diego

- Wrote weekly editorial column and articles for various sections of the school newspaper
- Collaborated with section editors and writers to identify and prioritize stories for publication
- Researched news stories and conducted interviews with students and administrators

LEADERSHIP & VOLUNTEER EXPERIENCE

Scholastic Assistant

Political Science and International Relations Department

September 2018 - Present

University of San Diego

- Serve as a mentor to 20 first-year students throughout their first year
- Provide academic and curricular information and serve as an academic resource
- Plan group activities and social programs to help build community

Volunteer Tutor, Access Community Center, San Diego, CA

September 2018 - Present

- Assist native Spanish speaking immigrants with reading and writing to obtain middle school/high school diploma

SKILLS & INTERESTS

- Proficient in Spanish and basic knowledge of French
- Interest in restorative justice and Model United Nations

IMPORTANT NOTES

1 Clearly identify yourself by including application ID# (if applicable) and contact information that will remain valid for entire application cycle.

2 One or a combination of cumulative, in major and last 60 credits GPA can be used.

3 Highlight the relevant skills you've developed and demonstrated through jobs, internships, student organizations, community service, and more. For law, these skills might include writing, communication, leadership, and critical thinking.

4 Meet with USD's pre-law advisor for more help.

1

Legal First and Last Name

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

Citizenship: United States

Veteran Status: N/A

Clearance: N/A

Languages: English (native proficiency), Spanish (professional working proficiency), Mandarin (elementary proficiency)

2

OBJECTIVE: Include the name of the position and job announcement number**SUMMARY OF RELEVANT SKILLS**

- Highlight skills that match the qualifications of the job description.
- For example if they mention language skills and budget analysis as key qualifications create bullets that say "Full professional proficiency, both written and verbal, in French" as well as a bullet that says "extensive experience analyzing budgets of up to \$25,000 using Microsoft Excel".

EDUCATION

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

International Relations Major, History Minor

3.52 Cumulative GPA

3.87 In-Major GPA

Relevant Coursework: U.S. National Security, Transnational Crime and Terrorism, Politics of Intelligence

Expected May 2020

San Diego High School, San Diego, CA

3.61 GPA

Relevant Coursework: U.S. Government and Politics, AP English Language and Composition, AP Spanish

2012 - 2016

RELATED EXPERIENCE

WORLD AFFAIRS COUNCIL OF JACKSONVILLE

100 Festival Park Ave., Jacksonville, FL 32202

Supervisor: Ms. Mary Smith (555) 555-5555

Salary: Volunteer Intern, 12 hours weekly. 120 hours total.

Global Think Tank Intern: Served as a member of the council team. Contributed to educational programming of the council's teacher travel program to China including a logic model of the short and long term outcomes of the program, workshop implementation, and evaluation methods. Created a complete employee handbook for the council. Assisted in the planning of the fall kickoff dinner, which focused on Myanmar as a critical state. Comprehensive understanding of board structure, budget analysis, member outreach, educational programming, public relations, and development of nonprofit organization.

Summer 2019

3

EXTRACURRICULAR ACTIVITIES

Member, Pi Sigma Alpha Political and International Relations Honors Society

Member, Phi Alpha Theta History Honors Society

March 2019 - Present

March 2019 - Present

SCHOLARSHIPS AND AWARDS

USD Trustee Merit Scholarship awarded for excellence in academics and extracurriculars

First Honors, University of San Diego Dean's List

2016, 2017, 2018

Fall 2016, Spring 2017

4

IMPORTANT NOTES

1

A federal resume can be two to four pages long and include some information not listed on your private sector resume, such as veteran status, country of citizenship, and previous salaries.

3

A more detailed, paragraph format is suggested over bulleted items in the employment history category.

2

Use the Department of State's guidelines to determine your language skill level.

4

Try the helpful resume builder on the USA Jobs website (www.usajobs.gov).

First Last

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

Education

University of San Diego
 Preliminary Multiple Subject Credential (2042)
 Bachelor of Arts in Liberal Studies, Concentration: Multicultural Studies

1 San Diego, CA
 January 2021
 May 2020

Teaching Experience

2

Student Teacher

Lafayette Elementary, Grade Five

- Design and implement lessons for whole class and small group activities in all content areas
- Prepare specialized units for social studies and science reflecting Common Core requirements
- Create lessons for a balanced literacy program
- Plan activities to promote drug awareness, individual differences and multiculturalism
- Participate in staff meetings, development days, open houses and parent-teacher conferences

September 2020 - Present
 San Diego, CA

Practicum Teacher

Kate Sessions Elementary School, Grade Two

Reading and Writing Instruction

- Worked one-on-one with an emergent reader, focusing on phonemic awareness and various reading strategies
- Administered assessments, including a reading attitude inventory, concepts about print, running records, comprehension; gathered written samples for complete literacy file
- Planned and implemented small group lessons dealing with reading strategies

February - May 2020
 San Diego, CA

Practicum Teacher

Pacific Beach Elementary School, Grade Three

Math, Science, Social Studies and Art Instruction

- Developed a cross-curricular thematic unit that met grade-level standards
- Assisted individuals, small groups, and whole class with daily work and large projects
- Worked with children of diverse cultural, ethnic, and socioeconomic backgrounds

September - December 2019
 San Diego, CA

Related Experience

Volunteer

Urban Corps San Diego County

- Tutored Sudanese refugees at elementary and middle school level through service-learning program
- Worked one-on-one with students on communication and reading skills through individual lesson plans and instruction

September - December 2018
 San Diego, CA

Volunteer

Karen D. Love Head Start

- Interacted with preschool children during free choice time
- Conducted one-on-one computer instruction to third through sixth graders for math support

January - May 2018
 San Diego, CA

Volunteer

Mission Valley YMCA

- Supervised children ages 3 months to 12 years in a play environment
- Led small group story time and art projects

June - September 2017
 San Diego, CA

Skills

3

Conversational Spanish language
 Proficient in Microsoft Office and Google Suite for Education

IMPORTANT NOTES

1 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.

2 Highlight student teaching, practicum, and other experiences related to the position you seek.

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

First Last

(619) 260-4654 • name@sandiego.edu • San Diego, CA
www.linkedin.com/in/firstlast123

EDUCATION

University of San Diego

M.A. in Clinical Mental Health Counseling

- Summer study abroad, Group Dynamics course, United Arab Emirates, June 2017

Expected May 2019

Pepperdine University

B.A. in Sociology

May 2015

CLINICAL EXPERIENCE

1

Alvarado Parkway Institute

Counseling Trainee

La Mesa, CA

June 2018 - Present

- Conduct individual counseling sessions in English and Spanish with adults experiencing co-occurring diagnoses such as trauma, anxiety, depression, trauma, bipolar disorder, personality disorders and substance abuse in both inpatient and outpatient settings
- Use Cognitive-Behavioral Therapy (CBT), Motivational Interviewing (MI), and Acceptance Commitment Therapy (ACT)
- Facilitate group therapy sessions (psychoeducation and process) and run family sessions
- Collaborate with multidisciplinary teams; complete documentation and case notes in EHR system
- Aid in risk assessments and help translate for addictive disorder and social work departments

2

OTHER EXPERIENCE

Lakewood Learning Center

Education Coordinator

San Clemente, CA

September 2015 - June 2018

- Assisted in center management, handled scheduling, and provided administrative support
- Worked with management, teachers, and families to ensure student academic support and success
- Established and maintained rapport with families and students during stressful academic times

Center for Student Wellness, Pepperdine University

Wellness Ambassador

Malibu, CA

September 2014 - May 2015

- Helped coordinate awareness of Mental Health Week and other events to student population
- Attended weekly trainings on mental health issues and peer counseling techniques

AFFILIATIONS AND CONTINUING EDUCATION

California Association for Licensed Professional Clinical Counselors, Student Member, 2017 – present

Chi Sigma Iota, International Counseling Honor Society, Member, 2016 – present

Mandated Reporter Training. Four-hour training on Child Welfare and Adult Protective Services Report and Tarasoff Report. University of San Diego, April 2018.

3

UCSD Eating Disorders Center for Treatment and Research Conference. Attendee at annual conference. San Diego, February 2018.

Kickstart Program. Six-hour early psychosis prevention training. University of San Diego, November 2017.

SKILLS

Native fluency in Spanish

Experience with Evident-Thrive EHR system

IMPORTANT NOTES

1

A resume does not need to be a complete work history. Focus on experiences that are related to counseling, interpersonal skills, and other relevant skills.

3

Include trainings you have completed on counseling theories, tools, or techniques, such as motivational interviewing or dialectical behavior therapy.

2

If appropriate, include information on the populations you have served.

First Last

5998 Alcala Park, San Diego, CA 92110
(619) 260-4654 • name@sandiego.edu

1

EDUCATION

University of San Diego
M.A. Higher Education Leadership

San Diego, CA
May 2020

San Diego State University
B.A. Psychology

San Diego, CA
May 2018

RELEVANT COURSEWORK

Human Relations for Leaders
Integral Leadership and Practice
Leadership and Ethics
Organizational Theory and Change

Dynamics of Race, Gender and Culture in Higher Education
Action Research Methods
Making Meaning and the Collegiate Experience
Multicultural Counseling

RESEARCH EXPERIENCE

University of San Diego

August 2019 - May 2020

Advisor: Jane Smith, PhD., Associate Professor of Leadership Studies, University of San Diego

"Investigating the Effect of Gender Stereotype on Quantitative Performance Among College Students--Does Stereotype Threat Effect Female and Male Students' Quantitative Performance Differently?"

- Authored original study investigating effect of stereotype threat and disparities of quantitative performance among 36 female and male college students, utilizing experimental design with two groups of students: group primed with gender stereotype awareness and the control group
- Applied for and obtained Institutional Review Board approval
- Research results argued that gender stereotype has a negative effect on female students' performances (stereotype threat) while positively affecting male students' performances (stereotype boost)
- Presented results at University of San Diego 10th Annual Creative Collaboration Research Colloquium (2016) and University of California, San Diego Summer Research Conference (2020)

PRESENTATIONS & PUBLICATIONS

2

Last, F., & Mendez, H.L. (2020, August). *Investigating the effect of gender stereotype on quantitative performance between female and male college students*. Poster presented at the University of California, San Diego Summer Research Conference, La Jolla, CA.

Last, F., & Mendez, H.L. (2020, April). *Investigating the effect of gender stereotype on quantitative performance between female and male college students*. Poster presented at the University of San Diego Creative Collaboration Research Colloquium, San Diego, CA.

Last, F. (2016, November). *Summer Bridge program and first year retention*. Paper presented at annual Western Regional Conference for National Association of Student Personnel Administrators, Anaheim, CA.

1

CVs are mainly used for academic fellowships, research positions and some graduate school applications. They are a record of your academic history. Content is most important; page length is less relevant.

2

Provide bibliographic citations (using the format appropriate to your academic discipline) for articles, chapters in books, research reports, etc. that you have authored or co-authored. Provide titles of professional presentations, name of conference or event, dates and location.

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AWARDS & HONORS**3**

Student Affairs Outstanding Service Award, University of San Diego • Recognized for achievements and contributions to official university-sponsored student activities	2020
McNair Scholar, Ronald E. McNair Scholars Program • Selected among 10 San Diego State University students to receive recognition as a McNair Scholar	2016-2018
Presidential Scholar, San Diego State University Presidential Scholarship • Awarded major scholarship based on academic excellence	2014-2018
Department Honors in Psychology, San Diego State University • Awarded honors in the Psychology Department for academic achievement	2018
Alpha Kappa Upsilon Iota Honors, San Diego State University • Recognized for academic excellence and significant contributions of leadership and service	2018

PROFESSIONAL EXPERIENCE**4**

Program Coordinator Undergraduate Seminar Programs, California State University, San Marcos, CA • Manage daily operations of office including scheduling and supervising office staff and peer advisors • Coordinate the Freshman Seminar Program, including scheduling, budget management, correspondence, publicity, evaluation and website • Maintain the Freshman and Senior Seminar Program websites and the online resources guide • Serve on university committees including Undergraduate Student Experience Group, Weekend Programming Task Force and Residential Education Team • Coordinate administration of surveys and student learning assessments	August 2019 - Present
Graduate Assistant Office of Student Learning Initiatives, University of San Diego, San Diego, CA • Coordinated logistics for series of first-year workshops conducted in the fall semester • Provided individual advising to first- and second-year students on academic probation, made referrals and developed a customized academic assistance plan for each student • Assisted in training and ongoing supervision and support of peer advisors and student workers • Distributed and collected assessment instruments	July 2018 - July 2019
Project Assistant Kids Included Together, San Diego, CA • Coordinated volunteers and independent contractors for special event support/in-house projects • Tracked training evaluations in database and produced monthly reports for grant administrator • Represented organization at nonprofit fairs and conferences • Supported staff members in event planning and office management	June 2017 - June 2018
AVID Tutor Torrey Pines High School	August 2017 - December 2018 San Diego, CA
Workshop Leader & Peer Mentor San Diego State University Center for Student Success	August 2017 - December 2018 San Diego, CA
Summer Bridge Residential Assistant San Diego State University Summer Bridge Program	June 2016 - August 2016 San Diego, CA

3

List competitive scholarships, fellowships, assistantships, names of scholastic honors, and teaching or research awards.

4

Ask a faculty member in your academic discipline for feedback.

FIRST LAST

(619) 260-4654 name@sandiego.edu <https://www.linkedin.com/in/name>

1

SUMMARY

Peace Corps alumna with more than eight years of experience in early childhood and alternative education. Experience in teaching, curriculum design, qualitative and quantitative research, program development, cross-function team building, grant writing, and fundraising. Fluent in written and oral Spanish.

2

EDUCATION

University of San Diego – Joan B. Kroc School
M.A. Peace & Justice

San Diego, CA
Expected: May 2020

Relevant Coursework: Leadership, Human Security, Conflicts Analysis & Resolution, Human Rights, Nonprofit Management, Restorative Justice Certificate

Research Experience:

3

- Research assistant to Professor Jane Smith. Conducted qualitative data analysis, policy analysis and other forms of written content relating to sex trafficking, human trafficking, and community violence.
- Conducted research and created a regional report on gender-based violence in the United States; report was presented at the International Rehabilitation Council for Torture Victims November 2017 Conference.

California State University, Fullerton
B.S. Criminal Justice

Fullerton, CA
May 2007

- Minor: Anthropology. GPA: 3.5

INTERNATIONAL EXPERIENCE

United States Peace Corps
Literacy Promoter and Early Childhood Manual Coordinator

Dominican Republic
March 2008 - May 2010

Worked alongside a community and public school to promote a schoolwide love for reading; wrote a grant with my community to create the first library and promoted parent involvement within the public school.

- **Culture of Learning:** Promoted literacy and critical thinking skills among youth via activities such as the first spelling bee, tutoring, and Promotores de Lectura (reading promoter group).
- **Teacher Development:** Strengthened pedagogical practices to make teaching more effective at a school of 340 children. Presented all teachers with different teaching methods, information and conferences throughout the school year.
- **Academic Intervention:** Instructed at-risk children (grades primary to fourth) entirely in Spanish to promote language literacy and prevent academic failure and repetition.
- **Grant Writing:** Wrote, managed, and closed a grant creating the first library and purchasing over 600 books for all ages.
- **Early Childhood Education:** Co-created and edited the first manual about ECE as a resource for volunteers to use in their communities.
- **Health Education & Promotion:** Presented sexual education and prevention talks in the high school for the first time. Started Deportes Para la Vida camp in the community, graduating over 40 young adults in the program that uses sports as a way to teach about HIV/AIDS and prevention.

IMPORTANT NOTES

- 1 Always customize your LinkedIn public profile URL to make it concise and easy to follow if you want to list it on your resume.
- 2 For job seekers with significant work experience, it is an option to have a brief Summary section to highlight notable skills. If possible, tailor this section to match different jobs.

- 3 Although this is not a curriculum vitae, you can briefly list relevant coursework and research experience if they are particularly relevant to your career interest.

PROFESSIONAL EXPERIENCE

Free To Thrive

Intern

San Diego, CA
May 2019 - Present

Free to Thrive empowers survivors of human trafficking to be free from exploitation and to thrive by providing them with legal services and connections to other supportive services.

4

- Search for and wrote multiple grant applications for funding
- Design, write and edit the first annual report for the organization
- Research and write a blog on technology addiction and human trafficking
- Support the planning of the inaugural fundraiser in November 2018

Project Concern International

Learning and Documentation Fellow

San Diego, CA
May 2019 - August 2019

The Learning and Documentation Fellow was a partnership between USD Joan B. Kroc School of Peace and Justice and Project Concern International (PCI). The fellowship directly supported PCI's human trafficking prevention initiatives, the Girls Only! (GO!) and Boys Only! (BO!) program.

- Analyzed and documented the 2018-2019 program results of 15 different GO/BO implementing sites
- Conducted research to support the creation of four new curriculum activities
- Collected primary data via key informant interviews
- Supported a program stakeholder analysis process, yielding a product to increase visibility and expansion across San Diego Unified School District

LePort Montessori Schools

Assistant Teacher

Mission Viejo, CA
May 2010 - May 2018

LePort Montessori Schools provide infant to eighth grade education that focuses on essential knowledge, thinking skills, and strength of character.

- Managed and directed 24 students ages 2-6 years old in the classroom
- Kept students engaged in Montessori lessons and directed them to make good choices during academic hours
- Communicated with parents regarding relevant information on a daily basis
- Created, managed, and taught after-school curriculum programs such as an art program for grades one through four and Montessori in Motion after-school sports program

ADDITIONAL EDUCATION AND AWARDS

- **Saddleback College:** Mission Viejo, CA (2010): Early Childhood Development and Early Childhood Education Associate Teacher Permit
- **United States Peace Corps:** Dominican Republic (2008): Diversity Committee Training completion certificate

5

First Last -2-

IMPORTANT NOTES

4 It is optional to provide a brief overview of the organization or your work there.

5 If you have a multipage resume, add your name and page number beyond the first page.

First Last

City, State • (619) 260-4654 • first.last@gmail.com

PROFESSIONAL SUMMARY

Design and systems engineer with strong academic training and five-plus years of experience building high-performing teams and systems. Recognized for efficiency and aptitude for process improvements, performance management, data compilation and problem-solving. Seeks high-level engineering position with a top firm.

Core skills:

- Microsoft Visual Basic
- AutoCAD
- SolidWorks/ CATIA
- R/ Python
- C ++/ Java
- CAD/CAM
- Statistical Analysis
- Epicor Avante
- 3D Prototyping

PROFESSIONAL EXPERIENCE

Boeing, Seattle, WA

SYSTEMS ENGINEER (August 2016 - Present)

Research, develop, implement all technologies, design and manufacturing processes for flight deck/cockpit lighting and all communication testing and tracking.

Key achievements:

- Lead engineer and project manager for a multimillion-dollar test station and computer communications system for production 737 and 777 commercial airplanes.
- Develop FAR compliant diagrams for newly developed components and processes.
- Design and fabricate tooling and fixtures that deliver robust processes for assembly.
- Reduce project lead times by three months resulting in \$2.5m saved each year.

Illumina, San Diego, CA

ENGINEER (September 2013 - June 2016)

Managed a group of 10-plus engineers including hiring, performance review, and daily supervision.

Key achievements:

- Developed and administered experimental test plans and design review process to assess the performance of robotic, fluidic, sensor, and instrumentation subsystems and systems, collaborating with senior engineers and scientists.
- Recorded and analyzed complex data sets using advanced image and statistical analysis.
- Reviewed engineering specifications and suggested design modifications to improve quality, cost, and manufacturability.

EDUCATION & CREDENTIALS

University of San Diego, San Diego, CA

Bachelor of Science in Electrical Engineering, Minor in Mathematics (Dean's Merit List Each Semester), 2013

Certifications

University of California San Diego, Elevate Dynamic Leader Series, 2018

University of California San Diego Extension, Certificate, Systems Engineering, 2014

IMPORTANT NOTES

- 1 Professional Summary: Highlight your core strengths. Keep it concise, straightforward and relevant to the specific positions you choose.
- 2 Core Skills: Showcase technical knowledge and skills specific to your field.
- 3 Quantify your achievements (where applicable).