

## Transfer Student Example

### SAMANTHA NGO

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#### OBJECTIVE

Seeking a Copy Editor internship utilizing written, analytical, and organizational skills.

#### EDUCATION

**Bachelor of Arts in English**, GPA 3.5 June 2018  
University of California, Irvine

**Associate of Arts in Liberal Arts**, GPA 3.4 June 2015  
Santa Ana College

#### RELEVANT EXPERIENCE

New University, University of California, Irvine, CA January 2016 – present  
**Newspaper Intern**

- Develop creative stories for school paper with a focus on student culture
- Gather daily news events within the university by interviewing students, faculty, and administrators

El Don, Santa Ana College, Santa Ana, CA August 2014 – June 2015  
**News Editor**

- Responsible for all aspects of editing, writing, and reporting
- Produced new story ideas for features based on current social, political and community events
- Arranged interviews with students, faculty, business owners, and community members to gather local news
- Attended school and community events on a weekly basis to report on current events

#### ADDITIONAL EXPERIENCE

Mitchell Legal Investigations Inc., Irvine, CA September 2017 – present  
**Administrative Assistant**

- Track new, open and closed client cases
- Update supervisor's daily schedule and inform him of upcoming events
- Transcribe memos, letters, and reminders on a daily basis
- Translate for Vietnamese speaking clients and witnesses

Starbucks Coffee, Irvine, CA August 2016 – September 2017  
**Supervisor**

- Managed six baristas and coordinated schedules
- Trained 5 new hires in areas of customer service, cashiering and store polices
- Balanced registers, the vault and carried out financial transactions at local bank
- Maintained open communication with colleagues to reach companies core standards

**Barista** June 2015 – August 2016

- Provided excellent customer service to ensure consumers' satisfaction
- Brewed coffee, took orders and prepared drinks
- Maintained store and stocked inventory

#### SKILLS

- **Language:** Fluent in Vietnamese
- **Computer:** Proficient in Microsoft Office, Photoshop, Final Cut Pro, Macromedia Dreamweaver

#### HONORS/SCHOLARSHIPS/AWARDS

- Dean's Honor List, University of California, Irvine – Fall 2016
- Mirrle W. Bouchey English Major Scholarship, Santa Ana College – Spring 2015
- Bronze Service and Leadership Award, Santa Ana College – Spring 2014