

# RESUME EXAMPLE: TRANSFER STUDENT

## SAMANTHA NGO

529 East Peltason Drive • Irvine, CA 92617 • (949) 824-5567 • sngo@uci.edu

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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 2019

University of California, Irvine

**Associate of Arts in Liberal Arts**, GPA 3.4

June 2016

Santa Ana College

### RELEVANT EXPERIENCE

New University, University of California, Irvine, CA

#### Newspaper Intern

January 2017 - Present

- 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

#### News Editor

August 2015 - June 2016

- 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

#### Administrative Assistant

September 2017 - Present

- 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

#### Supervisor

August 2016 - September 2017

- Managed six baristas and coordinated schedules
- Trained five new hires in areas of customer service, cashiering and store policies
- Maintained open communication with colleagues to reach company's 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, Adobe Photoshop, Final Cut Pro, Macromedia Dreamweaver

### HONORS / SCHOLARSHIPS / AWARDS

- Dean's Honor List, University of California, Irvine - Fall 2017
- Mirrle W. Bouchey English Major Scholarship, Santa Ana College - Spring 2016
- Bronze Service and Leadership Award, Santa Ana College - Spring 2015