

David Reyes

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EDUCATION	University of California, Irvine Bachelor of Arts	June 20XX
EXPERIENCE	California Pizza Kitchen, San Bernardino, CA Host <ul style="list-style-type: none">• Greeted and seated over 200 guests per night and provided quality customer service at a fast-paced restaurant• Trained 5 hosts and provided guidance to other staff through hands-on training and real-time feedback• Maintained constant, clear communication with wait staff and other front-of-house staff to ensure quality service	Sept. 20XX – Aug. 20XX
	Arts for All, Colton, CA Art Teaching Assistant Volunteer <ul style="list-style-type: none">• Collaborated with an art teacher to discuss upcoming activities to instruct a class of 20 second graders on painting, drawing and sketching skills each week• Developed a lesson plan and personally conducted a class lesson on watercolor to students• Utilized teaching and Spanish language skills in a bilingual setting	July 20XX – Dec. 20XX
LEADERSHIP EXPERIENCE	Key Club, Fontana, CA President , Sept. 20XX - June 20XX <ul style="list-style-type: none">• Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 members• Managed a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the year• Outreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students Treasurer , Sept. 20XX- June 20XX <ul style="list-style-type: none">• Managed all finances for a budget of \$750, including allocating funds across multiple projects• Spearheaded the Walk-a-Thon and KC Bake Sale fundraisers which generated over \$500 from each event	Sept. 20XX – June 20XX
ACTIVITIES	Photographers' Society, University of California, Irvine Member <ul style="list-style-type: none">• Participate in weekly meetings and discussions related to the methods, arts and equipment for photography	January 20XX – Present
SKILLS	Language: Fluent in Spanish Computer: Proficient with Microsoft Office, Adobe Creative Suite, HTML, InDesign	