

Ana Anteater

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EDUCATION

Bachelor of Arts in Criminology, Law and Society

University of California, Irvine, expected June 20XX

GPA: 3.4, Dean's Honor List: 3 quarters

Associate of Arts in Sociology

Irvine Valley College, June 20XX

GPA 3.8

EXPERIENCE

Student Assistant, Veteran Services Office, UCI, July 20XX – Present

- Assist students with questions on veteran educational benefits, course selection, and general acclimation to college environment
- Perform office duties including answering telephones, filing, making copies, and faxing to ensure office efficiency
- Enhance interpersonal skills through individual contact with students, staff, and administration

Aircrewman, U.S. Navy, May 20XX – May 20XX

- Coordinated with fellow crewmen to complete combat, reconnaissance, transport, and search and rescue missions overseas
- Operated and maintained aircraft communications and detection equipment to ensure safety and security
- Collaborated with others to maintain proper inventory of cargo, fuel, and emergency equipment
- Commended by officers for courtesy and professionalism

ACTIVITIES

Membership Coordinator, Alpha Psi Omega, UCI, September 20XX – Present

- Manage all marketing materials and outreach efforts for the UCI Veterans Fraternity to increase presence on campus
- Increased club membership by 60% in 1 quarter
- Assisted in development of Veteran's Week, aimed at educating UCI students about veterans
- Participate in various meetings and discussions related to the enhancement of student veterans' engagement on campus

Member, Vets Club, Irvine Valley College, Irvine, CA, January 20XX – June 20XX

- Organized fundraising and promotional events to advance mission of club
- Attended regional meeting of various Southern California Student Veteran Association clubs

SKILLS

Computer: Proficient in Microsoft Office, Adobe Photoshop and Illustrator

Language: Fluent in Spanish