

Maria Anteater

100 Student Services
Irvine, CA 92697
Mobile: 949-824-3200
Email: mlanteater@uci.edu

Work Experience:

University of California, Irvine Division of Career Pathways

100 Student Services 1
Irvine, CA 92697 United States

08/20XX – 06/20XX

Salary: __.00 USD Bi-weekly

Hours per week: 8-10

Peer Consultant Lead

Duties, Accomplishments and Related Skills:

- Collaborated with program supervisor and co-Peer Consultant Lead once a week to plan weekly training classes and oversee the Peer Consultant Internship Program
- Trained 12-13 peers on how to review resumes/cover letters, facilitate workshops and conduct practice interviews
- Oversaw peers on progress and hours completed in the internship program through an Excel sheet quarterly one-on-one meetings
- Developed a workshop series with co-Peer Consultant Lead to further train peers on topics such as resume/cover letter writing, interview techniques and networking
- Hosted a workshop for professional and student staff on planning and time-management
- Moderated the alumni panel at the Division's First Generation Career Readiness Summit and developed public speaking skills

Supervisor: First Last (949-824-0000)

Okay to contact this Supervisor: Yes

University of California, Irvine Division of Career Pathways

100 Student Services 1
Irvine, CA 92697 United States

09/20XX – 06/20XX

Hours per week: 8-10

Peer Consultant Intern

Duties, Accomplishments and Related Skills:

- Advised UCI students by reviewing resumes, offering job search strategy tips and addressing students' career concerns to help them pursue their career goal
- Gained relevant communication skills by interacting with 4-5 students during each shift through 10 minute drop-in sessions and by assisting students at career fairs
- Conducted 5+ workshops for campus organizations regarding resumes and interview techniques
- Assisted a professional career counselor in a 10-week career preparation course by keeping track of students' attendance on a spreadsheet and providing feedback on resumes and cover letters

Supervisor: First Last (949-824-0000)

Okay to contact this Supervisor: Yes

University of California, Irvine School of Business, Center for Investment and Wealth Management

100 Student Services 1
Irvine, CA 92697 United States

10/20XX – 02/20XX

Salary: __ USD Bi-Weekly

Hours per week: 5-10

Student Assistant Intern

Duties, Accomplishments and Related Skills:

- Aided the Center's associate director in collaboration with other interns with event planning by creating name tags, spreadsheets and event documents on Microsoft Word, Excel and Google Documents and Sheets
- Wrote emails to interns and the associate director regarding upcoming events, reminders and daily administrative tasks that have yet to be finished in the office
- Updated the Center's website as directed by the associate director with new and upcoming event information

Supervisor: First Last (949-824-0000)

Okay to contact this Supervisor: Contact me first

Congressman's District Office

2440 Congress Way
City, CA 92121 United States

07/20XX – 09/20XX

Hours per week: 10

District Office Intern

Duties, Accomplishments and Related Skills:

- Assisted constituent services representatives with constituent casework, such as answering constituent calls and aiding them with their concerns
- Helped organize projects and events for the district, such as compiling contact information for events and writing summaries for staff
- Collected information on new technology and wrote summaries of the information

Supervisor: First Last (949-824-0000)

Okay to contact this supervisor: Contact me first

Fresh Brothers

100 Student Services 1
Irvine, CA 92697 United States

6/20XX – 8/20XX

Salary: __.00 USD Bi-Weekly

Hours per week: 20-30

Cashier/Driver

Duties, Accomplishments and Related Skills:

- Interacted with customers by taking their orders at the cashier area and over the phone
- Collaborated with colleagues and managed cleanliness of restaurant by cleaning up the cash register area, refilling condiments and utensils
- Helped colleagues and managers with taking orders and delivering to customers' homes during busy times by coming to the restaurant earlier than the scheduled shifts
- Managed money effectively at the cashier area and during deliveries to customers' homes

Supervisor: First Last (949-824-0000)

Okay to contact this supervisor: Contact me first

McDonald's

100 Student Services 1
Irvine, CA 92697 United States

6/20XX – 8/20XX

Salary: __.00 USD Bi-Weekly

Hours per week: 20-30

Crew Member

Duties, Accomplishments and Related Skills:

- Developed problem-solving skills by respectfully aiding customers when there were mistakes with their orders
- Cleaned the tables, swept the floors and restocked utensils as needed to maintain cleanliness
- Managed the cash register's money effectively

Supervisor: First Last (949-824-0000)

Okay to contact this supervisor: Contact me first

Education:

University of California, Irvine Irvine, CA United States

Bachelor's Degree 06/20XX

GPA: 3.402 of a maximum 4.0 (as of most recent grades from Spring Quarter 20XX)

Credits Earned: 215 quarter units (as of most recent grades from Spring Quarter 20XX)

Majors: Political Science, Psychology and Social Behavior

Relevant Coursework, Licenses and Certifications:

- Certificate in Conflict Analysis and Resolution

Olive Tree Initiative at the University of California, Irvine

100 Student Services 1
Irvine, CA 92697 United States

09/20XX – 06/20XX

Hours per week: 2

Recruitment Chair

Duties, Accomplishments and Related Skills:

- Coordinated 3 outreach tables (1 per academic quarter) by creating sign-up sheets and documents with instructions on Google for current members to market the organization and recruit students on campus
- Organized classroom outreach presentations by compiling a list of professors and classes on campus that current members can reach out to and present to about the organization
- Wrote weekly emails to members about the week's meeting topic, outreach and events
- Presented to 2 classes on campus to recruit students and reach out to about the organization

University of California, Irvine School of Law, Saturday Academy of Law Program

100 Student Services 1
Irvine, CA 92697 United States

10/20XX – 11/20XX (Every Fall Quarter)

Hours per week: 6 for 6 consecutive Saturdays

Teaching Assistant

Duties, Accomplishments and Related Skills:

- Led college-style discussion groups of 5-8 high school freshman about the first amendment rights of the Constitution
- Aided students with their writing and critical thinking skills by teaching them proper ways of crafting strong arguments in essays and close reading language in the legal cases
- Provided advice to the students about earning a college degree and the paths to careers in the legal field

Olive Tree Initiative at the University of California, Irvine

100 Student Services 1
Irvine, CA 92697 United States

3/20XX – 9/20XX

Hours per week: Varies (1 hour of class per week for 10 weeks, 1 hour of organization meeting for 10 weeks, 4 hours a week for summer preparation for 8 weeks, 3-week educational trip, 1 hour of class per week for 10 weeks upon return)

Student Diplomat

Duties, Accomplishments and Related Skills:

- Conducted research and presented to the Olive Tree Initiative members on the topic of citizenship and identity in the region
- Participated in the Olive Tree Initiative Summer 20XX delegation to the Middle East and studied the Israel/Palestine conflict and its complex narratives in Washington D.C., New York, Jordan, Israel and the West Bank (August-September trip)
- Interacted with diplomats, politicians, refugees and civilians in the region to learn different angles of the conflict by asking questions on topics such as citizenship and identity, refugees and the peace process
- Reviewed news articles and organized a class presentation on modern-day Jordan's role in the Israel/Palestine conflict, primarily on the status of Palestinian refugees in the country
- Participated in a 10-week quarter and 8-week summer education session to study narratives, historical and present events in the conflict to prepare for the trip
- Participated in a 10-week class in efforts to reflect on the trip upon return to the United States

Model United Nations at University of California, Irvine

University of California, Irvine
Irvine, CA 92697

11/20XX – 05/20XX

Hours per week: 2-5

Director, World Bank Committee

Duties, Accomplishments and Related Skills:

- Wrote a topic synopsis on energy and extractives and water as discussion topics for the committee in the 20XX high school conference
- Coordinated meetings with World Bank committee's two assistant directors to teach and review the committee's topic synopsis, procedural motions and logistics
- Oversaw the delegates' substantive debate by approving motions and effectively running the flow of debate

Model United Nations at University of California, Irvine

University of California, Irvine

Irvine, CA 92697

11/20XX – 05/20XX

Hours per week: 2-5

Director, High Level Political Forum (HLPF)

Duties, Accomplishments and Related Skills:

- Wrote a topic synopsis on the United Nations' Sustainable Development Goals as discussion topics for the HLPF committee's delegates in the 20XX high school conference
- Moderated the delegates' substantive debate by approving motions and effectively running the flow of debate

Language Skills:

Language	Spoken	Written	Read
Spanish	Advanced	Novice	Novice