

STUDENT NAME

Address
student@uci.edu
(111) 111-1111

EDUCATION

University of California, Irvine

B.A. in Film and Media Studies

June 20XX

GPA: 3.65, Dean's Honor List - 3 Quarters

EXPERIENCE

UCI School of Humanities, Irvine, CA

Research Assistant

Mar. 20XX - Present

- Conduct qualitative and quantitative research for media effect on legal consciousness by reviewing works of literature and subsequently drafting annotated bibliographies
- Manually convert pdf files into Excel for monthly reporting of data

UCI Department of Social Sciences, Irvine, CA

Research Assistant

Jan. 20XX - Aug. 20XX

- Performed quantitative analysis of lead exposure among low-SES elementary schools over time
- Recorded percentages of lead exposure by characteristics (i.e., race, sex, etc.) on Excel

UCI Student Alumni Association (SAA), Irvine, CA

Director of Dinners with Anteaters (DWA) Committee

June 20XX - May 20XX

- Developed project management skills through planning entire process of 25+ alumni dinners each quarter, outlined guidelines for members and attendees, and created advertisement and registration schedule
- Enhanced leadership skills by communicating with alumni and students
- Assigned students and dinner leads to events based on interests and preferences
- Coordinated other important logistics such as agenda for evening, conversation topics, transportation

UCI Model United Nations (MUN), Irvine, CA

Director for Special Political and Decolonization Committee

June 20XX - Jan. 20XX

- Conducted summer-long research on global issues related to refugees
- Wrote topic synopsis including a guideline for advisors, committee members, and high school participants
- Served as a judge of conference, including presenting to more than 50 high school delegates dealing with procedural and substantive tasks such as roll call, housekeeping, opening debate and voting bloc
- Trained committee members to lead conferences in absence of directors

Center for School Tutoring, Tustin, CA

Tutor

Jan. 20XX - Apr. 20XX

- Taught K-12 Korean students English, Korean, and Math with a tailored lesson plan for each student
- Built communication skills (i.e. active listening, building trust, using a consistent approach, etc.) by helping students of different backgrounds

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint

Language: Fluent in Korean