

# Roger Ramirez

West Covina, CA 91790 · ramirez@uci.edu · (626) 555-1234

## Education

---

**University of California, Irvine (UC Irvine)**

June 20XX

Bachelor of Arts in Public Health Policy

Minor in Psychological Sciences

## Public Health Experience

---

**Radiant Health Centers – Irvine, CA**

December 20XX – March 20XX

*Intern*

- Supported daily operations of non-profit organization which supports people living with HIV and their families
- Collaborated with staff, volunteers, and clients from diverse backgrounds to ensure delivery of quality programs, services and care
- Demonstrated compliance with Health Insurance Portability and Accountability (HIPAA) when handling confidential client information
- Provided individuals living with HIV/AIDS with resources and services available in Orange County
- Conducted online research to develop mock grant proposal aimed at furthering HIV-related research focusing on social determinants of health
- Wrote policy analysis paper aimed at solving budgetary issues faced by the Center

## Leadership Experience

---

**Psychology Student Association – UC Irvine**

*Vice President & Liaison*

June 20XX – Present

- Chair weekly meetings for an academic organization with over 50 members to discuss upcoming events
- Manage a cabinet of 8 officers by leading meetings and creating weekly agenda
- Outreach to professors, professional organizations, and other campus organizations to expand networking and professional opportunities for members
- Increased member retention by catering meetings specific to wants and needs of members

*Fundraising Coordinator*

September 20XX – June 20XX

- Organized and monitored 7 fundraisers within 8 months raising over \$900 in revenue, increasing profit margin of fundraising sales
- Maintained organization's budget of \$400 by allocating money for supplies, room reservation fees, food and other expenses

*Fundraising Intern*

August 20XX – June 20XX

- Collaborated on a committee of 3 interns to formulate new fundraising strategies for the student organization

## Activities

---

**Public Health Association – UC Irvine**

September 20XX – December 20XX

*Member*

- Attend bi-weekly meetings and engage in discussions related to public health and available resources both on and off campus

**Creating Options and Conquering Hurdles Program – UC Irvine**

March 20XX – June 20XX

*Participant*

- Selected to participate in a three-month program to develop strategies to improve communication skills through proper email and phone etiquette

## Skills

---

**Computer:** Proficient in Microsoft Suite (Outlook, Word, Excel, PowerPoint), Adobe Photoshop

**Language:** Spanish (conversational), American Sign Language (basic)

**Writing:** Grant Writing, Policy Analysis