

Gabriel Jones

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EDUCATION

University of California, Irvine

Dec. 20XX

Bachelor of Arts in History

GPA: 3.39, Dean's Honors List: 4 quarters

EXPERIENCE

UCI School of Humanities- Department of History, Irvine, CA

Jan. 20XX - Present

Research Assistant

- Educate campus about sexual assault and domestic violence through quarterly presentations with around 80 attendants per presentation
- Conduct research using academic and non-academic sources (including oral histories, arts, and community-based sources), summarize content, and organize bibliographies
- Create tables, presentations, charts, and additional graphics
- Generate and compile research through Google Sheets to cross-check work, mitigating coding mistakes

Campus Assault Resources and Education (CARE) Office, Irvine, CA

Sept. 20XX - Present

Right to Know Peer Educator

- Inform campus about sexual assault and domestic violence through quarterly presentations such as "Relationships 101," detailing components of healthy relationships with around 50 attendants per presentation
- Partner with a team of 5 on programs in which myths about these topics are debunked through research and use of PowerPoint presentation
- Coordinate with counseling center and additional campus partners to present trauma-informed services to survivors
- Plan weekly educational meetings with content surrounding domestic and sexual violence awareness for a team of around 20
- Oversaw annual training program for over 100 students, including Green Dot Bystander Intervention training

Rape, Abuse and Incest National Network (RAINN), Washington, D.C.

June 20XX - Aug. 20XX

Development Intern

- Served as a national liaison for sorority partner, Alpha Chi Omega Epsilon Psi Chapter
- Researched populations vulnerable to sexual assault, including the disability community, to improve accessibility of National Sexual Assault Hotline
- Improved engagement with donors through data cleanup in Salesforce
- Created profiles for upwards of 100 donor prospects, including research on giving history and capacity

Alpha Chi Omega Panhellenic Sorority, Irvine, CA

Oct. 20XX - Dec. 20XX

Vice President of Community Engagement

- Planned annual initiation ceremony for 45 members into lifetime members to promote expansion of sorority locally and nationally
- Educated 110 members on values and rituals of Alpha Chi Omega resulting in increased awareness
- Managed a \$1000 budget for event, including purchasing items for the ceremony

Hudson, Lewis, Philbin Law, Inc, Thousand Oaks, CA

June 20XX - Dec. 20XX

Legal Intern

- Researched cases relating to women's reproductive rights to assist Operations Manager in legislative work
- Organized legal documents such as pleadings and subpoenas according to office filing logistics
- Oversaw front desk operations by providing customer service regarding questions and greeting clients

SKILLS

- Salesforce Data entry
- Bluebook Citation Format