

TRACY L. McCORMACK

98 Campus Dr., Irvine, CA 92697 • (949) 555-1234 • mccormack32@uci.edu

EDUCATION	University of California, Irvine Bachelor of Arts in Psychological Science Minor in Management <i>Relevant Coursework:</i> Organizational/Industrial Psychology, Introduction to Marketing, Principles of Accounting, Micro- and Macro-Economics, Managerial Finance	June 20XX
	Santa Ana College Associate of Arts in Liberal Arts	May 20XX
EXPERIENCE	Bleu Skye Design Studio - Newport Beach, CA <i>Marketing Assistant</i> <ul style="list-style-type: none">• Create print and web designs, concepts, and publications to promote company to potential clients• Collaborate with Marketing Coordinator to develop innovative online marketing strategies, achieving approximately 35% increase of online traffic to company's website• Promote major events through word of mouth, print, and social media, resulting in an increase of 50% attendance within four months• Create weekly newsletters utilizing HTML, CSS, and Adobe Illustrator that inform clients of new services	June 20XX - Present
	Fit for Life Activity Center - Irvine, CA <i>General Activities Leader; Office Administrator</i> <ul style="list-style-type: none">• Publicize over 90 different recreational activities on a quarterly basis to customers• Coordinate and supervise approximately 10 planned activities a month with groups ranging from 10 to 100• Construct a new organizational system utilizing Microsoft Excel to merge existing client database with target market database	January 20XX - Present
	Outreach OC - Fountain Valley, CA <i>New Member Educator</i> , February 20XX - Present <ul style="list-style-type: none">• Taught a 10-week-long leadership educational program to a class of 80 students• Created and executed a month long recruitment campaign that increased participation by 40%• Conducted and evaluated over 160 interviews with active and new members to assign mentor-mentee relationships	September 20XX - Present
	<i>Fundraising Coordinator</i> , June 20XX - February 20XX <ul style="list-style-type: none">• Organized and monitored 20 fundraisers within a three month period, raising over \$4,000 in revenue• Collaborated with a committee of active members to formulate new fundraising strategies, resulting in \$800 profit and \$300 future fundraising credit• Managed the chapter's budget of \$24,000 by keeping track of revenue, expenses and processing timely reimbursements	
ACTIVITIES	<i>Student Intern</i> , Office of Student Conduct, Irvine, CA <i>Webmaster</i> , Outreach OC, Irvine, CA	September 20XX - June 20XX June 20XX - December 20XX
SKILLS	Extensive knowledge of Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator Experience with Sony Vegas, HTML, CSS PHP, and MySQL	

Peter Anteater

62600 Arroyo Drive
Irvine, CA 92617

(949) 555-1212
anteater@uci.edu

EDUCATION

University of California Irvine, Irvine, CA

June 20XX

B.S., Biological Sciences

Minors in **Psychological Science** and **Medical Anthropology**

Orange County EMT, Lake Forest, CA

November 20XX

Emergency Medical Technician Certification

EXPERIENCE

UCI Medical Center, Pigazzi Lab, Orange, CA

May 20XX - Present

Research Student, Department of Surgery

- Care for animals pre- and post-surgeries by checking their blood glucose and weight and monitoring their progress and recovery
- Observe research supervisor during 5-10 surgeries per week and provide assistance as needed
- Make solutions needed for specific procedures each day, as well as cleaning, organizing, and preparing lab apparatus, such as glassware and surgical tools

Irvine Urgent Care, Irvine, CA

March 20XX - Present

Medical Assistant Intern

- Take patient vitals and record chief complaint and medical history into medical database to report to physician
- Perform various procedures such as breathing treatments, urine analysis, and strep test
- Maintain rooms by cleaning, organizing, and ensuring that rooms are properly stocked throughout the day
- Support busy office staff by organizing and labeling patients' medical files, greeting patients and making phone calls to confirm appointments

American Medical Student Association (AMSA), Irvine, CA

September 20XX - June 20XX

Community Service Chair and Co-Publicity Chair

- Collaborated with Clinic in the Park and Higher Ground to provide health education, screenings, and social service connections in underserved communities of Orange County
- Organized and promoted club meetings, fundraisers, and volunteer events through word of mouth and posting to social media outlets each week
- Developed fundraising strategy and assembled team of five to participate in American Cancer Society's "Relay for Life" event as team captain
- Mentored ten underclassmen through weekly group meetings by providing insight on different kinds of resources and opportunities available on- and off-campus

OCEMT Clinical Rotations, Anaheim, CA

September 20XX - November 20XX

West Anaheim Medical Center (WAMC) Emergency Room and CARE Ambulance Services

- Supported physicians, nurses, and emergency care technicians in patient care as needed by taking vitals and applied EKG leads on patients
- Provided assistance and observed EMTs and firemen transporting 911 and IFT patients to emergency rooms

Skills

Laboratory: Enzyme characterization, RIAs, ion-exchange chromatography, gel electrophoresis, protein assays, plasma preps, aseptic techniques, use of radioisotopes, HPLC, cell fractionation

Language: Fluently speak, read, and write Tagalog and Ilocano

Computer: Microsoft Word, PowerPoint, Excel, Canva Design

KEN CARSON

123 Stanford Ct., Irvine, CA 9262
(949) 123-4567 • kenneth.s.carson@uci.edu

EDUCATION

University of California Irvine, Irvine, CA June 20XX
B.S. Degree in Mechanical Engineering, Specialization in Mechanical System Design

Art Center School of Design, Pasadena, CA December 20XX
Product and Transportation Design Course

ENGINEERING PROJECT EXPERIENCE

UCI Formula SAE Race Team September 20XX - Present
Lead Chassis Engineer

- Lead a team of 6-8 students in the design of a lightweight, chrome-moly space frame chassis to conform to SAE rules, and successfully integrate other vehicle subsystems for 20XX race car
- Manage a team of 6 students to manufacture and assemble the prototype chassis and to package components for final assembly

UCI Engineering Design in Industry Program: The Dolphin Project March 20XX - June 20XX
Team Member

- Collaborated with a team of 5 engineers to perform a design and feasibility study of the energy savings of a bulbous nose design to a 30 ft displacement yacht with expected savings are in the range of 30%

Extreme Gravity Racing January 20XX - September 20XX
Lead/Team Member

- Led team for the UCI Extreme Gravity Racer Event by managing a 4 person team to construct a steel tube space frame chassis
- Helped design and construct the UCI Extreme Gravity Racer which won the 20XX Most Innovative Design Award
- Independently responsible for the CNC machining of components for innovative steering system

LEADERSHIP EXPERIENCE

UCI Student Section, American Society of Mechanical Engineers May 20XX - June 20XX
President

- Facilitated weekly board meetings to discuss weekly progress on projects as well as organization's overall goals and mission to support 80 member club of mechanical engineering students at UCI
- Organized social and professional events such as professional visits from Kiewit Pacific and Northrop Grumman, as well as an annual Engineering Alumni Night and Engineers' Week BBQ

ACTIVITIES

UCI Student Chapter, Society of Automotive Engineers May 20XX - June 20XX
Member

- Collaborated with team of 10 on the 20XX Formula SAE car restoration project to update and test the car for the FSAE practice event

TECHNICAL SKILLS

Drawing: Perspective drawing, basic rendering, Adobe Photoshop and Illustrator

Design: Solidworks, Mathematica, CosmoWorks

Manufacturing: FeatureCam, CNC/manual mill and lathe, TIG and MIG welding

Reporting: Matlab, Labview, Microsoft Office

AWARDS

Excellence in Engineering Design, 20XX

Department of Mechanical and Aerospace Engineering Service Award, 20XX

Most Innovative Design Award, Extreme Gravity Racer, 20XX

David Reyes

114 E. Peltason Dr., #5

Irvine, CA 92695

dreyes@uci.edu • (949) 555-1234

dreyes.wordpress.com

EDUCATION	University of California, Irvine Bachelor of Arts in Studio Art	June 20XX
EXPERIENCE	California Pizza Kitchen, San Bernardino, CA Host <ul style="list-style-type: none">• Greeted and seated over 200 guests per night and provided quality customer service at a fast-paced restaurant• Trained 5 hosts and provided guidance to other staff through hands-on training and real-time feedback• Maintained constant, clear communication with wait staff and other front-of-house staff to ensure quality service	Sept. 20XX - Aug. 20XX
	Arts for All, Colton, CA Art Teaching Assistant Volunteer <ul style="list-style-type: none">• Collaborated with an art teacher to discuss upcoming activities to instruct a class of 20 second graders on painting, drawing and sketching skills each week• Developed a lesson plan and personally conducted a class lesson on watercolor to students• Utilized teaching and Spanish language skills in a bilingual setting	July 20XX - Dec. 20XX
LEADERSHIP EXPERIENCE	Key Club, Fontana, CA President <ul style="list-style-type: none">• Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 members• Managed a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the year• Outreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students Treasurer <ul style="list-style-type: none">• Managed all finances for the budget of \$750, including allocating funds across projects• Spearheaded the Walk-a-Thon and KC Bake Sale fundraisers which generated over \$500 from each event	Sept. 20XX - June 20XX Sept. 20XX - June 20XX
ACTIVITIES	Photographers' Society, University of California, Irvine Member <ul style="list-style-type: none">• Participate in weekly meetings and discussions related to the methods, arts, and equipment for photography	January 20XX - Present
SKILLS	Languages: Fluent in Spanish Computer: Proficient with Microsoft Office, Adobe Creative Suite, HTML, InDesign	

Andrew Hamilton

(510) 555-0505

ahamilton@gmail.com

EDUCATION

University of California, Irvine
B.S. in Computer Science
GPA: 3.25

June 20XX

TECHNICAL SKILLS

Programming Languages: C, C++, C#, Java, Python, HTML, SQL, x86 Assembly, Shell Scripting

Operating Systems: Mac (Sierra, El Capitan), Windows (10, 7), Linux (BASH)

Concepts: Network protocols (TCP, UDP, DHCP, DNS, etc.), data structures

Software: Office 365, Salesforce, Active Directory, MySQL, Microsoft Development Tool, DeployStudio

EXPERIENCE

RingCentral

IT Deskside Intern | Belmont, CA

June 20XX-September 20XX

- Imaged company laptops for over 50 employees, both Macs and PCs, to insure consistency and software standards
- Helped employees troubleshoot tech-related issues of varying complexity through one-on-one phone and deskside support
- Set up and deployed desks, equipment, and accounts for new employees as well as current employees
- Utilized company's Active Directory to manage user accounts and grant individual security and access to systems and software

PROJECTS

Fabflix

Co-leader

January 20XX-March 20XX

- Co-led a group of 3 to create a website with functionality similar to Netflix (browsing, searching, and purchasing movies from a remote server)
- Implemented on AWS using a variety of Javascript, servlets, HTML, Apache Tomcat, AJAX, CSS files, and XML files to create the website while also being linked to a MySQL database
- Increased scalability and security by implementing recaptcha, cookies, and load balancing via master-slave instances

MoveIt!

Project Leader

January 20XX-March 20XX

- Led a group of 3 to create a 2.5-D multiplayer platform game where one user uses a keyboard to guide a cube to the end of a level, while another user uses a mouse to move platforms and provide assistance
- Personally added the physics, mechanics, and level design of the game

ACTIVITIES

Video Game Development Club

Programmer/Developer | Irvine, CA

September 20XX - June 20XX

- Developed video games from scratch in groups of 4 to 5 people using C# and Unity game engine
- Presented projects during monthly meetings to over 60 members to share design and best practices
- Taught weekly workshops to new members to learn about programming, design, and production

Citrus Hack 20XX

1st Place in Best VR/AR Hack | 2nd Place in Best Gaming Hack

April 20xx-June 20XX

- Created an augmented reality game that produced 3D models whenever a Pokemon card was scanned, and used that model to play an endless wave survival game
- Collaborated in a team of 5 using the Unity editor and Vuforia

Diana Perez

200 Main Street
Fullerton, CA 92838

(714) 777-6666
dianaperez@uci.edu

EDUCATION

University of California, Irvine

Bachelor of Arts, Public Health Policy

Bachelor of Arts, Social Ecology

GPA: 3.61

Coursework: Water Resource Policy, Environmental Sustainability, Public Policy Management, Environmental GIS

Honors: Dean's Honor List (4 quarters), Eco Fund Grant Recipient

June 20XX

University of Barcelona, Spain

UC Educational Abroad Program (UCEAP)

Summer 20XX

RELATED EXPERIENCE

Agency for Environmental Service • Washington, D.C.

June 20XX-August 20XX

Communications Intern

- Compiled and organized the improvement recommendations from agency's annual survey for Board of Directors
- Created summaries of agency's products, designed to more effectively synthesize the work being done to key stakeholders
- Developed presentations using Prezi to visually highlight the use of models by Global Climate Team's research
- Monitored trade news publications for news regarding agency's products and publications

City of Laguna Hills • Laguna Hills, CA

September 20XX-December 20XX

Environmental Intern

- Designed 12 miles of trail/bike paths, reaching 4,700 homes and 8,500 residents, using existing infrastructure to promote self-directed physical activities, and improve community members' health
- Participated in the writing of the Solar Energy Grant targeting school communities
- Edited the city's first Sustainable Operations Strategic Plan designed to promote environmentally sustainable operations internally over the next 15 years

LEADERSHIP EXPERIENCE

Center for Environmental Affairs • Irvine, CA

June 20XX-Present

Research Associate, School of Social Ecology

- Conduct an independent research project involving an analysis of climate change from a historical and cultural perspective
- Survey relevant investors and the public to compile data for presentation at board meeting
- Facilitate conversations between students, senior staff, and researchers to implement environmentally sustainable solutions

Associated Students University of California Irvine • The Eco Fund • Irvine, CA

June 20XX-June 20XX

Sustainability Commissioner

- Hired and supervised 7 members of the student funding board to manage, distribute, and promote the availability of \$115,000 in student fee monies for sustainable projects
- Acted as a representative to the UCI Eco Committee, the UCI Environmental Group, and the Orange County Community Sustainability Coalition
- Received a record 45 applications, approving 33 sustainability-focused applications for over \$100,000

SKILLS

ArcGIS, Adobe Photoshop/InDesign, Microsoft Office Suite, Cascade CMS

Field Measurements Depth at Breast Height (DBH), Crown Light Exposure, Dissolved Oxygen, pH, Turbidity