

Nadia Lashkhi

Fontana, CA 92663 | 949-555-5555 | lashkhina2n6@uci.edu

EDUCATION

University of California, Irvine

June 20XX

B.S., Public Health Sciences; Minor in Management

Relevant Coursework: Clinical Neuroscience, Biological Basis of Mental Disorders, Developmental Psychology, Human Stress

Study Abroad, University of Sussex, Brighton, England

Summer 20XX

WORK EXPERIENCE

Karate for All, Tustin, CA

April 20XX- Present

Pediatric Occupational Therapy Intern

- Teach karate to children with special needs such as Autism, Down Syndrome, and Cerebral Palsy under supervision of an occupational therapist
- Assist in development of social skills between children through group activities and shadow occupational, physical and speech therapists
- Act as a karate and social coach to help participants achieve full potential and independence by enhancing skills and abilities needed to be successful in their communities

Girls Incorporated of Orange County, Costa Mesa, CA

Literacy Program Intern

March 20XX- June 20XX

- Served as a role model for kindergarten and first grade girls by helping enhance reading skills and confidence while building positive and nurturing relationships
- Prepared, facilitated, and evaluated curriculum
- Provide overall supervision and safety while helping staff in activities and programs

University of California, Irvine Division of Career Pathways

Director of the UCDC Program

September 20XX – June 20XX

- Oversaw and mentored a group of 50 students and prepared them professionally to intern in Washington, D.C.
- Generated and researched weekly internship leads to send to students as well as spearhead weekly meetings with PowerPoint presentations regarding interview tips, networking, and other methods of professional development
- Guided students in internship search, reached out to companies to hire UCI students, ensured students were confident throughout interview and hiring process

Mentor Up Today, Washington D.C.

June 20XX- August 20XX

Community Impact Intern

- Spearheaded nine recruitment events to recruit community members as mentors and donors, while providing 15 volunteers referrals to partner programs
- Developed marketing materials, newsletters, blog proposals, created a social media calendar for annual gala

LEADERSHIP EXPERIENCE

Alpha Phi Sorority, Irvine, CA

Director of Philanthropy

October 20XX- Present

- Spearhead all philanthropic events to raise money for the American Heart Association and Alpha Phi Foundation
- Oversee Red Dress Gala Event, including securing donations and sponsors, decorating donation baskets, and overseeing event planning to raise over \$65,000 for charity
- Organized a week-long philanthropy event, successfully raising over \$11,000 by designing t-shirts for events

SKILLS

- Microsoft Word, PowerPoint, Excel, Outlook, Survey Monkey, Canva, MailChimp
- Conversational Spanish