

# Quinn V. Dyo

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## EDUCATION

### University of California, Irvine

B. A. in Social Ecology, B. A. in Global Cultures

June 20XX

## EXPERIENCE

### University of California, Irvine

*Human Resources Wellness Intern*

March 20XX – Present

- Develop engaging content to promote health and wellness and encourage camaraderie in workplace
- Enhance existing wellness programs by identifying key issues with participation
- Consult wellness ambassadors in creating tailored health campaigns for department
- Collaborate with wellness team to produce resource modules for employees

### One Bank of Orange County, Westminster, CA

*Client Associate Intern*

January 20XX – March 20XX

- Resolved client inquiries regarding account services and capabilities with discrete confidentiality
- Collected and analyzed competitor data to find new business opportunities
- Established relationships with prospective clients by identifying consumer and market needs
- Organized company records and maintained client database

### Safe Transport Group, Foothill Ranch, CA

*Administrative Assistant*

June 20XX – March 20XX

- Coordinated with drivers to ensure medical cards and dispatch reports were current
- Programmed company files to streamline search process regarding billing, driver information and vehicle reports
- Ensured submission of monthly reports and taxes, resulting in a conservation of company assets
- Assisted in driver recruitment and confirmed identification reports

### Community Home Aid, Foothill Ranch, CA

*Fundraising Development and Events Intern*

June 20XX – September 20XX

- Secured company sponsors resulting in \$8,000 in donations from annual golf fundraiser
- Designed logos and banners to be used in event flyers promoting organization
- Surpassed target goal amount of \$30,000 during fundraising auctions

### Alpha Phi Omega, Irvine, CA

*Senior Banquet Chair*

September 20XX - December 20XX

- Organized a celebratory event for graduating seniors accounting for over 200 attendees
- Designed spreadsheets to monitor expenses, inventory and planned itineraries
- Arranged logistics regarding event vendors, ticket sales and event schedule
- Directed weekly meetings to discuss progress and guide interns to complete tasks

## SKILLS

- Languages: Proficient in Tagalog
- Computer: Windows, Mac iOS, Microsoft Office Suite & Google Drive
- Sales: LinkedIn Sales Navigator, Greater Giving & PayPal
- Social Media: Hootsuite, Constant Contact & Salsa