

INIGO H. MONTOYA

717 Creekside Rd., Westminster, CA 92683 · montoyaihpb7@gmail.com · (949) 555-5555

EDUCATION

University of California, Irvine
Bachelor of Arts, Education Sciences
GPA: 3.87

Jun. 20XX
Irvine, CA

Santa Ana Community College
Associates of Arts, Sociology
GPA: 3.63

Sept. 20XX
Santa Ana, CA

EXPERIENCE

UC Irvine Student Counseling Center

Peer Educator

Sept. 20XX – Present
Irvine, CA

- Facilitate weekly group counseling session with 4-5 students
- Serve a diverse student population by informing and directing to relevant counseling programs and resources
- Collaborate with UCI Counselors to plan and execute 4 annual events
- Present 1 workshop weekly to students covering various topics
- Co-manage weekly online newsletter with 2 other peer educators

Santa Ana Community College Counseling Office

Peer Counselor

Oct. 20XX- May 20XX
Santa Ana, CA

- Conducted individual para-professional counseling with diverse student population in person and over phone
- Conducted 2-4 weekly initial intake interviews of students seeking services
- Managed referral liaison partnerships with 11 other campus resources

Santa Ana Community College Academic Office

Student Advisor

Jan. 20XX - Sept. 20XX
Santa Ana, CA

- Provided para-professional drop-in academic advising to approximately 5-10 current students regarding degree requirements per week
- Analyzed academic records of students served using SARS online system
- Educated new incoming students on how to navigate online school portal

LEADERSHIP ACTIVITIES

Social Chair

UC Irvine Latin American Student Organization

Sept. 20XX - Jun. 20XX
Irvine, CA

- Coordinated and organized monthly social events for 40+ club members

Treasurer

Multicultural Student Society

Aug. 20XX - May 20XX
Santa Ana, CA

- Oversaw budget, prepared debt payments, and created financial summaries

VOLUNTEER EXPERIENCE

After-School Instructional Aid

Santa Ana Unified School District

Feb. 20XX - Aug. 20XX
Santa Ana, CA

- Collaborated with teachers on curriculum and assessing student performance
- Tutored elementary school children in small groups in math, reading, and writing