

STUDENT NAME

student@uci.edu

(111) 111-1111

EDUCATION

University of California, Irvine

June 20XX

Bachelor of Arts, Film and Media Studies

GPA: 3.65, Dean's Honor List - 3 Quarters

EXPERIENCE

UCI School of Humanities, Irvine, CA

March 20XX - Present

Research Assistant

- Conduct qualitative and quantitative research on the media effect on legal consciousness by reviewing 12+ works of literature and drafting annotated bibliographies
- Manually convert PDF files into Excel for monthly reporting of data

UCI Department of Social Sciences, Irvine, CA

Jan. 20XX - Aug. 20XX

Research Assistant

- Performed quantitative analysis of lead exposure among low-SES elementary schools to raise awareness of the health and academic implications of lead exposure for children
- Recorded percentages of lead exposure by characteristics (i.e., race, sex, etc.) in Excel

UCI Student Alumni Association (SAA), Irvine, CA

June 20XX - May 20XX

Director of Dinners with Anteaters (DWA) Committee

- Oversaw the planning of 25+ alumni dinners each quarter and utilized project management skills to refine program goals, organize a registration schedule, and create advertisement for the event
- Communicated with alumni and students the guidelines and expectations of attendees
- Assigned students and dinner leads to events based on interests and preferences
- Managed other logistics such as curating an agenda for the evening, writing sample conversation topics, and coordinating transportation for students

UCI Model United Nations (MUN), Irvine, CA

June 20XX - Jan. 20XX

Director for Special Political and Decolonization Committee

- Conducted summer-long research on global issues related to refugees
- Wrote topic synopsis including a guideline for advisors, committee members, and high school participants
- Served as a judge of conference, including presenting to more than 50 high school delegates dealing with procedural and substantive tasks such as roll call, housekeeping, opening debate and voting bloc
- Trained committee members to lead conferences in absence of directors

Center for School Tutoring, Tustin, CA

Jan. 20XX - April 20XX

Tutor

- Taught nine K-12 students in English, Korean, and Math three times a week, and developed a tailored lesson plan for each student
- Communicated effectively with students and parents of different backgrounds, which included utilizing active listening skills, building trust with parents and students, and using a consistent teaching approach

SKILLS

Computer: Microsoft Word, Excel, PowerPoint

Language: Fluent in Korean