

RESUME **HANDBOOK**

California State University
Channel Islands



California State
University

**CAREER
DEVELOPMENT
& ALUMNI
ENGAGEMENT**

C H A N N E L
I S L A N D S

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Resume 101

What is a resume?

A resume is a brief summary of your experiences including work, volunteer, extracurricular activities, educational background, and relevant skills that highlights your qualifications for jobs, internships, specialized programs, or positions.

The purpose of a resume is to market yourself to employers by summarizing your education, experience and skills, ultimately aiming to convince employers to invite you to an interview. A resume is like an advertisement: it must attract attention, create interest, and generate action on the part of the reader. The resume tells a potential employer what you have done, what you can do, who you are, and what you know. It also states what kind of work you seek. A good resume will lead an employer to invite you to an interview to discuss how your background and personality fit the organization.

Resume writing is an art, not a science. There is no correct way to formulate a resume, but there are some best practices and standards that the Career Development Center recommends. Stand out from the crowd with high-quality content and a clearly written, error-free document. Sequence the information from most important to least important with regard to your career goal. When constructing bullet points, aim to highlight accomplishments that exemplify the skills you possess and what employers are seeking.

- **Length:** With a few rare exceptions, when applying for internships or entry-level jobs students should keep their resume to ONE page. If you have difficulty narrowing down your resume, consider removing elements that are not closely aligned with the job position you are applying for.
- **Margins:** Make your resume visually attractive. Use some whitespace to allow the reader's eye to rest, but remember that space is valuable. Using .5 inch to 1 inch margins is recommended.
- **Font:** Use a font that is easy to read and not distracting to the reader. Recommendations are 10.5-12 point fonts such as Times New Roman, Arial or Gill Sans MT. Ideal font size is an 11 point font.
- **Consistency:** Make sure to keep the formatting consistent throughout your resume. For example, if you choose to bold a job title, make sure every job title is bolded. Also, make sure that all of your bullet points, section headers, dates, etc. are lined up whether it is left-, center- or right-hand justified.
- **Accuracy:** Your resume must be 100% error free. Pay close attention to detail through grammar, spelling and punctuation.
- **Be Accomplishment Focused:** Employers hire you for the skills you have acquired and want to read about specific times in which you successfully utilized those skills. Describe achievements rather than listing duties, quantify outcomes whenever possible, and be sure to highlight your proficiency in both technical (industry or job function-specific) and transferable skills.
- **Use Action Verbs:** Strengthen your bullet points by beginning each with an action verb that previews the skill to be exemplified in that accomplishment statement. This allows a potential employer to more easily scan your resume for what he/she is seeking.
- **Make It Clear and Be Succinct:** Eliminate pronouns, no usage of "I," "My duties included..."
- **Overall Appearance:** Ask yourself if the document is easy to read and professional looking. Consider that an employer takes 6 seconds to scan your resume; make sure you stand out.

Resume Do's & Don'ts

DO:

- Tailor your resume for each position.
- Use good-quality paper if submitting a hard copy
- Use a readable font and be consistent in font sizes (i.e., *Times New Roman*, *Arial*, *Gill Sans MT*, 10-12 pt.)
- Emphasize results produced, significant achievements, recognition from others
- Quantify when possible and use specific examples
- Check the spelling of every word; make sure grammar and punctuation are correct
- Have someone else proofread your resume
- Get feedback from several people
- Begin phrases with action verbs such as “developed,” “assisted,” “led,” etc. (refer to pgs 7-8)
- Be truthful about your accomplishments
- **Keep your resume to one page unless you have extensive experience related to your job goal**

DON'T:

- Use resume templates (i.e., *Resume Wizard*). It is difficult to adjust sections and your resume looks like all other candidates who used the same template.
- Use personal pronouns (i.e., *I*, *me*, *you*, *we*)
- Include personal information such as marital status, social security number, age or national origin
- Use flashy graphics, colored paper or colored font. Nowadays computer systems might scan your resume. Many systems cannot read the resume if it has color print.
- Mention controversial activities or associations
- List unrelated, detailed duties such as “opened mail” or “filed documents”
- Exaggerate your experience
- Use meaningless words or phrases such as “seeking a challenging position” or “seeking a position working with people”
- Start phrases in the experience section with “my responsibilities (or duties) included”
- Use abbreviations
- Use an objective. Objectives have become obsolete, and dates the resume. The objective typically states the position you are applying to, and when you used, you are stating the obvious.
- Add “References available upon request”. This will date your resume. Most applications are done online and ask you to add your references to the application.
- Use your personal address. Employers need accurate contact information and do not typically contact potential employees via snail mail. Use a professional email address (i.e. jane.doe@gmail.com) and phone number where you can be reached. It is recommended you use a gmail address. Hotmail, yahoo and Aol emails are not current and up-to-date with technology.

Components of a Good Resume

Your resume is NOT an autobiography. It is a self-marketing tool/brochure used to encourage potential employers to want to know more about you. This means that you must selectively present information that demonstrates how and why you are a qualified candidate. While there is plenty of room for individual expression, most well written resumes include the following five parts in the order listed below:

- 1. Name, Telephone Number, Email Address**
- 2. Summary of Qualifications** (*only highlight skills relevant to the position you're applying for*)
- 3. Education**
- 4. Work/Volunteer Experience**
- 5. Professional Involvement/Development** (*i.e., professional organizations, campus involvement, clubs or organizations, honors/awards, presentations, publications*)

Getting Started: Resume Worksheet

I. Personal Information

Name: _____

Phone Number: _____ Email: _____

II. Summary of Qualifications *(Each skill highlighted should begin with an action word [i.e., “assisted,” “developed,” “oversaw”] and have relevancy to the position you’re applying for.)*

(Sample)

- Experience designing effective marketing strategies on Facebook, Twitter and LinkedIn

- _____
- _____
- _____
- _____

III. Education *(Do NOT include high school degree, only community or four-year college degree.)*

Bachelor of _____ in _____ (Graduation Date) _____

Minor/Emphasis in _____ *(optional)*

California State University Channel Islands, Camarillo, CA

IV. Work/Volunteer Experience *(Consider all experience – paid, unpaid, volunteer, etc. Duplicate this format for each experience that you list under this section.)*

Position Title: _____

Employer Name: _____ City: _____ State: _____

Dates Employed (months and years only): _____ to _____

(Sample)

Marketing Assistant
SAGE Inc., Camarillo, CA

June 2015-Present

Duties and Responsibilities *(Begin bullet point with an action verb to describe work performed, refer to pg.7):*

- _____
- _____
- _____
- _____

V. Professional Involvement/Development *(i.e., professional organizations, campus involvement, clubs or organizations, honors/awards, presentations, publications)*

(Sample format)

- Member, Gamma Beta Phi Honor Society, CSU Channel Islands Spring 2019
- _____ (Date) _____
- _____ (Date) _____
- _____ (Date) _____
- _____ (Date) _____

***For further assistance on resume critiques and design please attend our weekly events.
Please visit our [website](#) for the most up-to-date location, dates and times of our weekly events.***

Career Development & Alumni Engagement

Bell Tower 1548 | (805)437-3270 | career.services@csuci.edu

Helpful Action Words

VERB LIST FOR RESUMES & COVER LETTERS

Management

Achieved
Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Eliminated
Enforced
Evaluated
Executed
Expanded
Improved
Increased
Launched
Managed
Organized
Oversaw
Planned
Prioritized
Produced

Recruited
Recommended
Reviewed
Reevaluated
Scheduled
Strengthened
Supervised

Communication

Addressed
Arranged
Authored
Collaborated
Communicated
Convinced
Corresponded
Counseled
Developed
Directed
Drafted
Edited
Formulated
Influenced
Interpreted
Lectured
Mediated
Motivated
Negotiated

Persuaded
Promoted
Publicized
Renegotiated
Recruited
Summarized
Spoke
Translated
Wrote

Research

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interviewed
Investigated
Organized
Researched
Reported
Reviewed
Studied
Summarized

Surveyed
Systematized
Tested
Treated

Technical

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Installed
Invented
Maintained
Operated
Programmed
Remodeled
Repaired
Restored
Solved
Upgraded
Teaching
Adapted
Advised
Clarified

Coached	Compared	Revitalized	<u>Clerical/Detail</u>
Communicated	Computed	Shaped	Altered
Coordinated	Developed	<u>Helping</u>	Assembled
Developed	Estimated	Aided	Approved
Encouraged	Managed	Achieved	Arranged
Evaluated	Marketed	Assessed	Collected
Explained	Negotiated	Assisted	Compiled
Facilitated	Planned	Clarified	Dispatched
Guided	Projected	Coached	Edited
Informed	Researched	Counseled	Executed
Initiated	<u>Creative</u>	Dealt	Filed
Instructed	Acted	Demonstrated	Gathered
Lectured	Composed	Diagnosed	Generated
Persuaded	Conceptualized	Educated	Implemented
Presented	Created	Encouraged	Inspected
Set goals	Customized	Expressed	Logged
Stimulated	Designed	Expedited	Maintained
Taught	Developed	Facilitated	Monitored
Trained	Directed	Familiarized	Operated
Tutored	Established	Guided	Organized
<u>Financial</u>	Founded	Improved	Prepared
Adjusted	Illustrated	Inspired	Processed
Administered	Initiated	Maintained	Purchased
Allocated	Instituted	Motivated	Recorded
Analyzed	Integrated	Performed	Retrieved
Appraised	Introduced	Referred	Screened
Audited	Invented	Rehabilitated	Specified
Balanced	Originated	Resolved	Validated
Budgeted	Performed	Represented	
Calculated	Planned	Supported	

The Three Different Resume Styles

Chronological Resume

This type of resume lists your experience in reverse chronological order, starting with the most recent. You may arrange your headings in various ways depending upon what aspects of your background that you wish to stress. This format works best when your work, volunteer, and academic experiences relate directly to the type of job for which you are applying. This is the preferred format by most business employers.

- *In the Work Experience section, organize jobs in reverse chronological order, stating:*
 - o Job title: create an accurate one if you had none
 - o Name of company or organization and location
 - o Dates, beginning and terminating (for full-time, on-going positions of at least one year, it is not necessary to include a reference to the months)

Skills Resume

This resume highlights your most important skills or functions. Headings are built around these areas. Job titles, employers, and dates of employment are listed in a brief section at the bottom of the page. This format allows you to highlight skills, knowledge, and abilities relevant to the position regardless of where and when you obtained them. It works well when your work experience is not directly related to your career goal, you are entering a job market for the first time, or you are making a career change.

Combination Resume

This resume combines both the chronological and skills resumes. It allows you to maintain the popular chronological resume while including a summary of your skills. It can be organized in a number of ways, but most hybrids start with a skills summary followed by a list of experiences with descriptions in reverse chronological order.

Resume

Format

Examples

Your Name

Phone Number | Email Address

SUMMARY OF QUALIFICATIONS

- Number of years of experience in field of work that is relevant to the position
- Proficiency in any relevant computer skills, social media or understanding of marketing
- A key accomplishment through previous employment or academics relevant to position
- A strength or characteristic that has importance and is relevant to this field of work
- Any credentials or special training ONLY if relevant to the position you're applying for

EDUCATION

Bachelor of _____ in _____, Emphasis/Minor in _____ (optional) Graduation (Month,Year)
California State University Channel Islands, Camarillo, CA

WORK EXPERIENCE

Job Title

Organization/Company	Ventura, CA	January 2014-Present
----------------------	-------------	----------------------

- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for

Job Title

Organization/Company	Ventura, CA	January 2013-January 2014
----------------------	-------------	---------------------------

- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for

Job Title

Organization/Company	Ventura, CA	January 2012-January 2013
----------------------	-------------	---------------------------

- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for

PROFESSIONAL DEVELOPMENT

[illegible][illegible]

HONORS, AWARDS & RECOGNITIONS

Affiliation/Organization, Award or Recognition	Date
--	------

Affiliation/Organization, Award or Recognition	Date
--	------

Your Name

Phone number | Email Address

SKILLS SUMMARY

- Number of years of experience in field of work that is relevant to the position above
- Proficiency in any relevant computer skills
- Experience in social media, understanding of marketing
- A key accomplishment through previous employment or academics that is relevant to the position
- A strength or characteristic that has importance and is relevant to this field of work
- Any credentials or special training ONLY if relevant to the position you're applying for

EDUCATION

Bachelor of ____ in _____, Emphasis/Minor in _____ (optional) Graduation (Month, Year)
California State University Channel Islands, Camarillo, CA

WORK / VOLUNTEER EXPERIENCE

Job Title

Dates (Month, Year)

Employer Name, City, State

- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for

Job Title

Dates (Month, Year)

Employer Name, City, State

- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for

Job Title

Dates (Month, Year)

Employer Name, City, State

- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for
- An accomplishment from this job, illustrating a skill needed in the job you're applying for

PROFESSIONAL INVOLVEMENT

Member, Club/Organization Name, City, State

Date of Involvement

Member, Club/Organization Name, City, State

Date of Involvement

Member, Club/Organization Name, City, State

Date of Involvement

Member, Club/Organization Name, City, State

Date of Involvement

Your Name

Phone Number | Email Address

SUMMARY OF QUALIFICATIONS

- Number of years of experience in the field
- Relevant credentials or trainings (optional)
- Proficiency in computer skills (i.e. Microsoft Word, Excel, PowerPoint, Adobe Illustrator)
- An accomplishment that directly relates to the position

EDUCATION

Bachelor of _____ in _____, Emphasis/Minor in _____ (optional) Graduation (Month, Year)
California State University Channel Islands, Camarillo, CA

PROFESSIONAL EXPERIENCE

One Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

Another Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

Another Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

WORK HISTORY

Position Title, Company Name, City, State
Position Title, Company Name, City, State
Position Title, Company Name, City, State
Position Title, Company Name, City, State

Date
Date
Date
Date

PROFESSIONAL DEVELOPMENT

Member, Club/Organization Name, City, State
Member, Club/Organization Name, City, State

Date of Involvement
Date of Involvement

Your Name

Email address | Phone number

SUMMARY

- Number of years of experience in field of work that is relevant to the position you are seeking
- Proficiency in any relevant computer skills
- A key accomplishment through previous employment or academics that is relevant to the position
- A strength or characteristic that has importance and is relevant to this field of work
- Any credentials or special training ONLY if relevant to the position you're applying for

EDUCATION

Bachelor of _____ in _____, Emphasis/Minor in _____ (optional) Graduation (Month, Year)
California State University Channel Islands, Camarillo, CA

RELEVANT COURSEWORK

Course Title

- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)
- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)

Course Title

- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)
- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)

Course Title

- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)
- An accomplishment from this class, illustrating a skill needed in the position you are seeking (class assignments)

PROFESSIONAL EXPERIENCE

One Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

Another Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

Another Relevant Skill

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

EMPLOYMENT HISTORY

Position Title	Company Name	City, State	Dates
Position Title	Company Name	City, State	Dates

CAMPUS & COMMUNITY INVOLVEMENT

Member, Club/Organization Name, City, State	Dates
Member, Club/Organization Name, City, State	Dates

Your Name

Email Address | Phone Number

SUMMARY OF QUALIFICATIONS

- Explain relevant skills or capabilities that make you a competitive candidate for the position by referencing a specific work situation that highlights these skills (don't just simply list that you can multitask in a fast-paced environment, explain in detail how you carried out this skill and the positive effect that it had)
- NO "fluff" words (i.e., responsible, dependable, independent, organized, etc.), only use action verbs that directly align you with the employer's needs
- Proficiencies in transferrable computer/social media skills (i.e., SPSS, Microsoft Office, Facebook, LinkedIn)

EDUCATION

California State University Channel Islands

Bachelor of _____ **in** _____, *Emphasis/Minor in* _____ (optional), Graduation (Month, Year)**EMPLOYMENT HISTORY****Job Title***Employer* _____ *City, State* _____ *Dates Employed* _____**Skill #1** (e.g., Business Operations & Management)

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

Skill #2 (e.g., Computer Design & Development)

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

Job Title*Employer* _____ *City, State* _____ *Dates Employed* _____**Skill #1** (e.g., Technical Writing & Programming)

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

Skill #2 (e.g., Training & Communications)

- An accomplishment that illustrates or documents this skill
- Another accomplishment that illustrates or documents this skill

LEADERSHIP ACCOMPLISHMENTS**Leadership Title**, *Employer Name, City, State* _____ *Dates Involved* _____

- Duties that you successfully fulfilled through this leadership role
- An accomplishment that illustrates or documents leadership
- Explain who and what you oversaw through this position and if it involved coordination or development of any new programs/events, grants, etc.

Leadership Title, *Employer Name, City, State* _____ *Dates Involved* _____

- Duties that you successfully fulfilled through this leadership role
- An accomplishment that illustrates or documents leadership
- Responsibilities that promote leadership that are relevant to the position you are applying for

HONORS, AWARDS & RECOGNITIONS

- Member, *Affiliation/Employer Name, City, State* _____ *Date* _____
- Member, *Affiliation/Employer Name, City, State* _____ *Date* _____

What is a CV?

The term “curriculum vitae” comes from the Latin *curriculum* (course) and *vitae* (life): The course of one’s life. “It is vitae (not vita) because ‘life’ in the phrase ‘course of life’... is in the genitive singular....” - Eric Daniels, CVtips.com

A Curriculum Vitae (CV) resembles a resume in many ways, but is specifically focused on academic achievements. A CV summarizes educational and academic history, and may include details about teaching experience, publications (books, articles, research papers, unpublished manuscripts, or book chapters), and academic honors and awards. Use a CV rather than a resume for teaching or research opportunities, when applying for fellowships or for further academic training. Some research positions in industry may also prefer a CV rather than a resume.

CV’s are frequently longer than resumes since the emphasis is on completeness rather than brevity. While there is no single correct format or style for writing a CV, the following types of information are generally included and typically organized in this way:

- Name and Address
- Education
- Dissertation
- Fellowships and Awards
- Prepared to Teach or Areas of Research Interest or Areas of Specialization or Areas of Competence/ Expertise or Principal Research and Teaching Interests
- Teaching Experience
- Research Experience
- Publications and Presentations
- Works in Progress
- Related Professional Experience
- Languages
- Dissertation Abstract

Additional Tips

- **Fields of Interest or Teaching Competencies:** CVs may begin with a short section specifying Fields of Interest or Teaching Competencies. If you do include this optional section, make your categories as broad as possible to cover a variety of potential opportunities but do not be so broad that you appear unfocused.
- **Teaching and Research Experience:** On a CV it is appropriate to describe both teaching and research experience in detail (on a resume this is usually not appropriate). If applying for a position that primarily involves research, describe research experience first; if the reverse is true, put teaching experience first.
- **Work Experience:** Work experience not directly relevant to research/teaching/academic opportunities should be omitted, or described only briefly on a CV.
- **Other:** This may include miscellaneous personal information such as membership in professional or scholarly associations, travel or study abroad, or personal interests. Include only if you feel that some aspects of your personal history may be relevant and of potential interest to your readers.

Curriculum Vitae (CV)

Sample

JOE SMITH

Joe.smith@gmail.com
(805) 555-5555

PERSONAL PROFILE

- Goal-oriented individual with strong leadership capabilities
- Real-world experience serving in the federal level public sector
- Organized, highly motivated, and detail-directed problem solver
- Computer-proficient with skills in SPSS, Microsoft Office and Adobe Creative Suite

EDUCATION

Bachelor of Arts in Psychology

May 2013

California State University Channel Islands, Camarillo, CA

- GPA 3.92, Summa Cum Laude

RESEARCH EXPERIENCE

Summer Research Assistant, Department of Psychology, CSU Channel Islands, CA

Summer 2012

- Assisted Dr. Thomas with collecting and analyzing data for an anxiety research project
- Served as an actor-facilitator creating anxiety-response behaviors in subjects during videotaped sessions, coding the video-taped sessions, and assisting with the analysis and dissemination of findings
- Organized and prepared pre- and post-assessments of research scoring psychological measuring

Research Assistant, Department of Psychology, CSU Channel Islands, CA

Jan. 2011 – May 2011

- Worked alongside a faculty member on a grant aimed at obtaining funds for a local community center for brain injury victims
- Conducted research on the positive factors that contribute to the success of brain injury victims in a university setting

RELEVANT EXPERIENCE

Counseling Intern, Human Services Department, Oxnard, CA

Jan. 2013 – May 2013

- Provided case management and one-on-one and group counseling to a diverse population of clients
- Worked collaboratively with the director and coordinator to spread awareness of services provided for Spanish speaking residents
- Created a support group that met bi-weekly for Spanish speaking single mothers
- Supported staff members by responding to constituents inquiries and concerns

Health Educator, Healthy Minds, Thousand Oaks, CA

Jan. 2012 – Dec. 2012

- Worked among various community centers in Ventura County to promote health awareness
- Developed and facilitated professional workshops to groups of 20-30 individuals on health awareness
- Served in a counselor capacity during group counseling sessions for overweight individuals

EMPLOYMENT HISTORY

Student Assistant Supervisor, CSU Channel Islands, Camarillo, CA

Feb. 2011 – May 2011

- Supervised a team of seven student assistants at CSU Channel Islands' Student Union
- Created, implemented and refined policies and procedures for the Student Union
- Served as a paraprofessional staff member for a building that received over 1,000 visitors weekly
- Oversaw the operation of events, scheduling and student-oriented services
- Promoted leadership roles among the staff including self-assessments and verbal presentations
- Responsible for the smooth day-to-day operations of the building

Resident Assistant, CSU Channel Islands, Camarillo, CA*Jan. 2010 – Feb. 2011*

- Served as an facilitator in a residence hall for 40-50 first-year students
- Responsible for the safety of all patrons and the security of a 25,000 square-foot facility
- Received bi-monthly leadership training
- Created a self-actuating visitor log to track patrons and target marketing

New Student Center Supervisor, CSU Channel Islands, Camarillo, CA*Jan. 2009 – May 2009*

- Oversaw operations of a facility which received over 150 visitors a week
- Planned and executed weekly events, including peer counseling and and course scheduling
- Supervised a team of five peer mentors including schedule coordination and event planning

PUBLIC SERVICE & ENGAGEMENT**Student Government Senator, CSU Channel Islands***Nov. 2010 – May 2011*

- Appointed to the position of senator on the CSU Channel Islands Student Government
- Tasked with representing and communicating with the 3,800-person student body
- Oversaw and implemented the Dolphin Discount Program, a business partnership between the University's Associated Students Inc., the Camarillo Chamber of Commerce, and local businesses

Presenter, CSU Student Research Competition, CSU Channel Islands*April 2010*

- Part of the research team at the 2010 CSU Student Research Competition in San Jose, CA
- Received 2nd place category award for our research and presentation

HONORS, AWARDS & RECOGNITIONS

- *Recipient*, Undergraduate Creative Activities and Research Experiences (UCARE) *2012*
- *Member*, Gamma Beta Phi Honor Society, CSU Channel Islands *2010 – Present*
- *Member*, Psi Chi Honors Society, CSU Channel Islands *2010 – Present*
- *Scholar Leader Award*, Student Leadership Programs *2009 – 2011*
- *Recipient*, Presidential Scholarship, CSU Channel Islands *2009 – 2012*
- *Recipient*, Semester Honors/Dean's List, CSU Channel Islands *2009 – 2013*

PROFESSIONAL ASSOCIATIONS

- *Member*, American Psychology Association (APA) *2012 – Present*
- *Member*, Society for Social Neuroscience (SSN) *2011 – Present*
- *Member*, Society for the Teaching of Psychology (STP) *2011 – Present*

PUBLISHED WORK & PROFESSIONAL PRESENTATIONS

- Smith, J., & Professor, J. (2012). Testing Models of Self-Esteem Training in a High School Class of Boys and Girls: Toward Developing Applied Techniques for Teachers. *Educational Psychology, 12*, 514-520. *2007-2011*
- Smith, J., & Professor, P. (March, 2011). *False memory effects on an implicit memory task*. Poster presented at the Undergraduate Research Symposium at the University of Southern California, Los Angeles, CA.
- Smith, J., & Redbird, J., & Professor, J. (September, 2010). *False memory effects on learning tasks in large group settings*. Paper presented at the annual meeting of the Midwestern Psychological Association, Chicago, IL.

Cover Letter Content

Cover Letter Content

1. *Heading and Greeting*
 - o Include the date, your name and contact information at the top of the page
 - o Address the letter to a specific person whenever possible
 - o Include the Job Reference Number if asked to do so
2. *Opening and Introduction (First Paragraph)* - Introduce yourself and state why you're writing. You are enthusiastically presenting yourself for a job, and your background makes you the best candidate.
 - o Name the job you are applying for and where you saw or heard the advertisement
 - o If applicable, include a reference to the person(s) you spoke to about the organization
3. *Body (Middle Paragraphs)* - List your value to the company by describing how you will contribute to the company from day one.
 - o Share knowledge of the company's goals, accomplishments and opportunities based on research of the company and job
 - o Briefly sum up your value to the employer by stating what interests you in the organization and position
 - o Group your qualifications according to themes and prove points by using examples
 - o Organize paragraphs carefully and place the most important ones first
4. *Closing (Final Paragraph)* - Call to action. Ask for an interview and state when (exactly) you will follow up.
 - o Mention that you would like to provide more information in an interview
 - o Include your phone number with the best times to reach you and your email address
 - o Refer to your enclosed resume (optional)

Cover Letter Helpful Hints

A cover letter accompanies your resume to introduce you to a prospective employer as a knowledgeable and capable applicant. It should be written in business format and be no longer than **one page**. Use cover letters to apply to specific, advertised positions but remember that fewer than 25% of available positions are advertised so do not limit yourself to only these jobs. The position you want may not be advertised when it first becomes available, if ever. Therefore, you can use prospective and networking cover letters to build contacts in the field and for future job opportunities.

Writing Strategies

The quality of your letter will determine the employer's first impression of you. Do your research so that you can articulate your competitive advantage. Make sure to mention the name of the company in the letter, followed by an explanation of why you're interested in working there. Recruiters have a way of sensing if you are being less than truthful because they are seeking those who sincerely want to work for their company. You should use the cover letter to convince the reader why you are honestly interested in the organization. Your letter should explain what you can do for the organization and its customers by giving the reader a small glimpse into your background, which encourages them to read your resume. Remember that your goal is to *market* yourself by clearly explaining why the employer should consider hiring you.

- Write down ideas for your letter as you think of them then separate the material into themes
- Based on your research and the advertisement, make notes on the qualifications required or desired and be sure to emphasize your strengths in these areas
- Use action verbs but do not repeat verbatim what is in your resume (avoid negative words and negative ideas; stress your qualifications for the job rather than mention those you do not have). Why do you want to work here?
- Avoid exaggeration or false claims such as "best candidate," "genius," etc.
- You also need to make a sales pitch as to why the employer should want to work with you.

Quick Tips/Final Check to a Cover Letter

DO's	DONT'S
Address to a named individual	Send your resume without a letter
Provide your contact information	Send a photocopy
Follow the format of a standard business letter	Send a form letter
Keep your letter to one page	Be negative or humble
Tailor your letter to the position	Tell employers what they can do for you
Speak to the job requirements	Rehash your resume or include too much detail
Clarify why you should be hired	Say anything about your lack of experience
Demonstrate value added	Use clichés
Be brief and to the point	Include false claims about your abilities
Project confidence and let your enthusiasm shine	Wait for the employer to follow up with you
Make the most of the opening paragraph	Send written material with typos or smudges
Minimize "I" statements, monotonous sentence structure, and rambling or boring text	
Use action verbs	
Proofread your letter	

Cover Letter Styles

Application Cover Letter

An application letter is sent or uploaded with your resume when applying for a position. The job application cover letter explains to the employer why you are qualified for the position and why you should be selected for an interview.

Prospective Cover Letter

A letter of interest, also known as a prospecting letter, is sent to companies to let them know you are interested in jobs that may be unadvertised or become available in the future.

Networking Cover Letter

Networking letters are used to request job search advice and assistance from your connections and include letters of introduction, referral letters, letters requesting a meeting, and letters seeking career advice. Networking letters can be sent by mail, email or via networking sites such as LinkedIn to people you know or to people to whom you were referred.

(Career Cruising, 2011)

*****Please do not copy the cover letter samples below. Cover letter samples are designed to show you the content of a well-designed cover letter. Keep in mind that all students have access to these samples and employers will notice if several applicants used the same sample only editing a few words. You should always draft a new cover letter each time, customizing the information to the employer and position.*****

Cover Letter Samples

Anita Career

1 University Drive, Camarillo, CA
email@internet.com
555-555-5555

March 1, 2015

Jim Halpert
District Representative
1 University Dr,
Camarillo, CA 93000

Dear Mr. Jim Halpert,

I wanted to take the opportunity to thank you for mentoring me during the CI Connection Luncheon last Thursday. During the networking event, we spoke about possible opportunities through your contact at Dunder Mifflin. I would sincerely appreciate your willingness to share Michael Scott's contact information so that I may meet directly with him to learn more about the organization and discuss Dunder Mifflin's growing needs. I have attached a copy of my resume in case you learn of any opportunity that you believe would be aligned with my career interests.

Please don't hesitate to contact me or forward my resume to the appropriate contact. Again, thank you for the generous support and interest in supporting my career development through attending the recent CI Connection Luncheon.

Sincerely,

Anita Career

Tom Forty

1 University Drive, Camarillo, CA
email@internet.com
555-555-5555

March 4, 2015

Michael Scott
Senior Associate,
Dunder Mifflin
1 University Dr.
Camarillo, CA 90000

Dear Michael,

I received your contact information from Jim Halpert, who referred me to internship opportunities at Dunder Mifflin. I believe that my extensive sales experience and Communication background from CSU, Channel Islands will make me a competitive candidate for your organization.

I have a full understanding of the inner workings of client development and outside sales which can be seen through my experience at Xerox, when I held the lead generation internship position. Additionally, I am confident that I would support the mission of Dunder Mifflin in developing long-term professional relationships with current and future clients.

Thank you for your time and consideration. I look forward to speaking with you about opportunities at Dunder Mifflin. Even if you do not have an opening at this point in time, I would welcome the opportunity to meet you in person to discuss my unique skills and how they would align with your organizational needs.

Sincerely,

Tom Forty

Jenny Gerald

400 West Apple Street, Camarillo, CA 93012 - (555) 555.5555
jennygerald@yahoo.com

February 19, 2014

Frito-Lay, PepsiCo Sales
26672 Towne Center Drive, Suite 360
Foothill Ranch, CA 92610

Dear Hiring Committee:

I am interested in the Sales Associate/ District Sales Leader position at Frito-Lay. I heard about this job opportunity from the CSUCI Career Development Center.

I believe I am a great fit for this position as I have sales and delivery experience, as well as experience training staff. I have great interest working with your company because Frito Lay's focus on results, innovation, and growth are key factors that lead to my own professional success. Through my professional experience, I found that the most successful leaders came from managers and supervisors who have open communication with their staff and share this vision with their team. I hope to utilize experience in retail and skill in training staff members at Osh Kosh B'gosh to insure an open and continuous line of communication with staff at Frito Lay. I am confident that while I am learning what it takes to run a delivery route to also build rapport and camaraderie with my team members during the 12-month training program.

I truly believe that the combination of my extensive background in retail and supervision merged with my education in Business at CSU, Channel Islands, will allow me to be an ideal fit for the Sales Associate/District Sales Leader position at Frito-Lay.

I would be happy to discuss this position further with either a phone or in-person interview. Please reach me at (555) 555-5555 or at jennygerald@yahoo.com, and I look forward to speaking to you soon.

Thank you for your time and consideration.

Sincerely,

Jenny Gerald

Jane Doe

1234 North Avenue
Ventura, CA 93001
(805) 222-3456
Jane.doe@gmail.com

Laurie Nichols, SPHR
Associate Director Human Resources Programs
CSU Channel Islands
One University Drive, Solano Hall 1151
Camarillo CA 93012

Dear Laurie Nichols,

I am writing to apply for the position as a Human Resources Student Assistant as my instructor, Patty Dang, referred me to this position. I am a highly motivated student with a great desire to serve and accommodate my fellow CI students with questions and concerns. As requested, I have provided a completed job application, my resume, and a list of three references.

This opportunity presented was of great interest due to my experience working at the front office at the Marie Kerr Recreation Center for the City of Palmdale. I believe that my knowledge of Microsoft Office and meticulous work skills will make me a competitive candidate for this position.

Please see my resume for additional information on my experience. I can be reached via email at jane.doe@gmail.com or my cell phone, (805) 222-3456. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Cordially,

Jane Doe

Professional References 101

A professional reference is a referral from a person, usually a former employer, a colleague, a client, a supervisor or someone else who can speak to your qualifications for a position and recommend you for employment.

You should prepare a list of professional references to provide prospective employers upon request. Before using someone as a reference, make sure you get his/her permission and communicate with him/her when you have provided his/her contact information to a prospective employer.

Do **not** supply references on your resume. Develop a separate sheet for at least three professional references including individuals from your academic or work experience who would be able to speak highly to your qualifications for a position.

Professional Reference Samples

John Smaz

(805) 123-1234
jsmaz@Yahoo.com

PROFESSIONAL REFERENCES

Joe Smith, Project Manager

Phone: (805) 456-7845
Email: JoeSmith@gmail.com

Andre Garcia, Career Coordinator

Phone: (818) 444-5657
Email: GarciaAndre@gmail.com

Brooke Dyle, Human Resources Manager

Phone: (888) 345-4321
Email: BDyle@aol.com

Lisa Lynnet, Director of Student Life

Phone: (909) 345-5432
Email: LisaL@yahoo.com

JESSICA M. SHARPAY

Email: Jessica.Sharpay@csuci.edu
(805) 433-4444

PROFESSIONAL REFERENCES

Dr. George Thompson, President

Lexington Corporate Services
(805) 123-1234
gthompson@gmail.com

James Scott, Executive Director

Prototypes Inc.
(805) 123-1234
james@gmail.com

Steven Jones, Customer Service Manager

Johnson & Johnson
(805) 123-1234
steven@yahoo.com

Thomas Larson, General Manager

AAA
(805) 123-1234
Thomas@aaa.com

Thank You Letter Content

As a professional courtesy, you should send a thank you letter to your interviewer within 24 hours after an interview. Thank you letters can be word processed, handwritten or emailed. A word-processed letter is the most formal and is generally always appropriate. Handwritten letters are more personal and may be appropriate for brief notes. Letters sent via email are acceptable when email has been your means of contact with the individual you wish to thank, when your contact may have indicated a preference for email, or when you would like to send a quick thank you before following up with a word processed or handwritten letter. Promptly after an interview, send a letter that builds upon the strengths you discussed in the interview. You can also mention additional information that was not covered in your interview. Remind the interviewer of your qualifications and how the company could benefit. Always express appreciation to interviewers for the time and courtesy shown to you.

A brief message on a note card, letter or email should consist of the following information:

- Thank the interviewer for their time and consideration
- Reaffirm your interest in the position and demonstrate how you are a strong match for the organization
- Restate your qualifications for the position
- Give your contact information
- Demonstrate your knowledge of their organizational needs
- Provide an example of how you can meet their need to achieve success or organizational goals

A thank you letter for a job interview should include:

- An opening paragraph in which you state the name of the employer, mention the date of the interview, and express your appreciation for the interview
- A second paragraph that reaffirms your understanding of the position's requirements and emphasizes your qualifications. Here is where you can add an important piece of information that you may have forgotten to discuss in the interview.
- A final paragraph to express your interest in and enthusiasm for the position and the company

(CareerCruising, 2011)

Thank You

Letters, Follow-up Letters & Letters of Resignation

Email Thank You Letter Sample

Subject Line: Thank You

Dear John Anthony,

Thank you for taking the time to interview me today for the Management Trainee position at Pacific Gas and Electric. It was also a pleasure to meet the support staff, including Mr. Hidalgo, Ms. Parmley and Ms. Murphy. As I mentioned during our meeting, I look forward to the possibility of using my education and knowledge of sustainability to enhance PG&E's reputation. I believe I can make a significant contribution to the marketing efforts based on my skills in strategic planning, industry trend analysis, and website development. I am particularly interested in designing a corporate donor program to address the budgetary deficit you highlighted during our discussion. One of the things I noticed during my visit was the positive spirit of your team and I am eager and excited to join a collaborative team-oriented environment. Thank you again for your consideration.

Sincerely,

Ernesto Gonzalez
(555) 456-7867

Anita Carter

email@internet.net

February 23, 2011

Ms. Amy Miller
Human Resources Manager
St. Paul Travelers Insurance
2201 Walnut Ave.
Fremont, CA 94537

Dear Ms. Miller,

I appreciated the opportunity to interview with you today. The available position provides an opportunity to exercise many of my strengths gained through professional and educational experiences. I am particularly interested in St. Paul Travelers because of the opportunities for growth, as well as the team-oriented work environment. As we discussed in the interview, I am confident my ambition, strong communication skills and energy will be an asset to your company.

Through my employment at Apple Inc, I had the opportunity to serve as Marketing Coordinator. This position allowed me to learn the “ins and outs” of multi-national retail store public relations. Aside from actively ensuring successful public relations campaigns, I also had the opportunity to develop and implement successful marketing tactics which resulted in a 15% increase in revenue for the store.

Additionally, my solid work history demonstrates my ability to collaborate with team members and I am eager to join the dynamic St. Paul Travelers team. If I can provide you with any additional information, please let me know. I look forward to hearing from you soon. Again, thank you.

Sincerely,

Anita Carter

LETTER OF RESIGNATION

Guidelines, Tips, and Information

What is a letter of resignation?

A letter of resignation is a formal document outlining the final days or weeks of your employment with a company. It should include the position you're leaving and when, a "thank you" of some sort, an offer to help with transition, and a closing statement.

Why is it important?

This is a formal document outlining your resignation from a job and company. It serves two main purposes: official documentation and ensuring that you keep connections and a network intact. Always leave with grace and in good standing if you can help it.

Parts of a Letter of Resignation

- **Introduction:** This section should include the position you are leaving and the date you plan to leave (this should be discussed prior to sending the letter).
- **Thank You:** This section should outline a brief and to the point paragraph thanking your employer for the opportunities, knowledge, or skills you have gained from your time working there. Keep it short and to the point. The more professional and less detailed the better.
- **Transition Period:** Between the time you leave and the time you are still working for your employer, this is where you offer to complete any tasks still undone, work any days expected of you, and tie up any loose ends to help make your departure easy for you and the company.
- **Closing Statement:** This is your closing paragraph where you express a desire to maintain a friendly professional relationship with the company and your supervisor in the future.

It is important to remember that how you decide to leave your current position has implications for your reputation in the long run.

DO's And Don'ts

DO

- Keep it short and sweet.
- Keep it professional - nothing too personal.
- Express gratitude for any skills, knowledge, or opportunities.

DON'T

- Talk about why you are leaving - unless you want to. This should be discussed in person, letters of resignation are strictly professional.
- Write anything rude or include complaints, they may have communication with future employers and you don't want to lose the opportunity to ask for letters of recommendation in the future.

SAMPLE LETTER OF RESIGNATION

Dear Supervisor's name here,

This letter is to inform you of my resignation from the position as Enter position here of Enter business name here, effective Enter final date of work.

I am very appreciative of the opportunities you've/ this company has provided during my time here. Thank you for your continued support and guidance. I am happy to assist in the transition process to make it as smooth as possible. The project I was working on will be completed by Enter date here and I am happy to properly train whoever is hired to take over my position.

Best Regards,

Enter Name here

Additional Resume Resources

The Career Center offers several options for getting help in creating and perfecting your resume. Take advantage of one or more of the following services available to CI students:

☐ **Resume Clinic/Walk-In Career Counseling:** The Career Center staff members can provide assistance with resume/cover letter design and critique. We can also assist you with tailoring your resume to apply to a specific position, internship program or graduate school. Resume Clinic/Walk-In Hours and availability can be found on our [CDS website](#).

☐ **Appointments:** To arrange an appointment with a Career Center staff member please call us at 805-437-3270 Monday through Friday between 9:00 a.m. and 5:00 p.m. Appointments may be limited or unavailable at certain times.

CSU Channel Islands Career Development & Alumni Engagement Contact Information

Career Development and Alumni Engagement

California State University Channel Islands
One University Drive, Bell Tower 1548
Camarillo, CA 93012
(805) 437-3270 (office)
career.services@csuci.edu

Walk-Ins Available:

Monday – Friday, 9:00 a.m. – 5:00 p.m.

**15 Minutes per Session*

www.csuci.edu/careerdevelopment

Major-Specific Resume Samples

CHRIS SMITH

(805) 555-0000
chrissmith@sbcglobal.net

Anthropology

SUMMARY OF QUALIFICATIONS

- Experience with excavation and cataloging of artifacts
- Digital photography
- Proficient in GIS software and related mapping skills
- Experience with digital and analog surface mapping equipment

EDUCATION

Bachelor of Arts in Anthropology
Minor in History
CSU Channel Islands, Camarillo, CA

May 2012

RELEVANT COURSEWORK

Asian American Cultures
Indians of North America

Language and Culture
Archeology of Africa

Archeology of Mesoamerica
Museum Methods

PROFESSIONAL EXPERIENCE

Archaeologist Research Assistant

May 2010 – June 2012

Sicily Archaeological Field School, Segesta, Italy

- Conducted excavations, flotations, water screens, and processing as a member of a seven-person team
- Maintained detailed personal field book of daily activities
- Researched and wrote paper on Hellenistic-era house floor tiles
- Received instruction in proper excavation techniques

Community Advisor

Aug. 2009 – May 2010

CSU Channel Islands, Camarillo, CA

- Developed cultural, social, and educational programs that correspond to the interests and needs of 70-resident floor
- Maintained discipline by enforcing floor policies in a firm but fair manner
- Evaluated resident concerns and provided referrals to appropriate campus services and resources
- Addressed crisis situations in a caring, confident style

PROFESSIONAL AND CAMPUS INVOLVEMENT

President, Anthropology Club, CSU Channel Islands, Camarillo, CA

Spring 2010-Present

- Plan and chair monthly meetings that address the concerns of more than 20 people
- Collaborate with club officers to optimize organizational functioning
- Coordinate guest speakers from the fields of Anthropology and Archeology
- Establish membership recruitment initiatives to increase club membership by 25%

JEFF STAMOS

• 805.471.3636 • jstamos@gmail.com



EDUCATION

Bachelor of Fine Art in Art and Design

Minor in Photography and Digital Imagery

CSU Channel Islands, Camarillo, CA

Spring 2012

TECHNICAL SKILLS

Traditional

- o Proficient at shooting 35mm SLR, Digital SLR, Hasselblad Medium & Large Format 4x5 cameras
- o Trained in traditional darkroom techniques (mixing chemistry, adjusting enlargers, and dodging and burning)

Studio/Location

- o Adept at modifying available light, using strobes, bounce/ fill cards, diffusion screens, etc.
- o Skilled at setting up tungsten "hot lights" and strobe lights, including set-up and take down of umbrellas, soft boxes, tripods, boom light stands, and C-stands
- o Experienced with portrait lighting set-ups, lighting ratios, and working with models

Computer

- o Advanced knowledge of Adobe Creative Suite 2
- o Experience working with Adobe Illustrator C3, C5

PROFESSIONAL EXPERIENCE

Cameraman

Summer 2012-Present

Kennedy & Associates, Inc., Camarillo, CA

- o Filmed various events and modules for the Teen Leadership Seminar
- o Corresponded with fellow camera crew to maximize coverage of events
- o Facilitated the editing process for the completion of marketing and training videos

Assistant

May 2010-July 2011

Paramount Pictures, Los Angeles, CA

- o Overlooked film production for the television show *Nip/Tuck*, episodes from 3rd season
- o Educated on professional grip and camera operation
- o Signaled actors from make-up to the set for upcoming scenes for SandBox Studios

Intern/Photo Assistant

April 2008-March 2010

WorldWide Photography, Oxnard, CA

- o Constructed desired lighting set-ups for photographer
- o Prepared sets with appropriate equipment before shoot and ripped and cleaned sets after shoot
- o Coordinated with stylists and set builders
- o Organized and processed files after retouch and color correction
- o Performed general studio duties and maintenance for Five Talents Films/Not By Sight

LEADERSHIP

Student Representative, Art Department, CSU Channel Islands

May 2011-Present

Member and Photographer, Art Department, CSU Channel Islands

May 2010-Present

RECOGNITION / AWARDS

Scholarship Award for oil painting, Morro Bay Art Show, Morro Bay, CA

Fall 2011

2nd Place Award for oil paintings, Sonoma Marin County Fair, Santa Rosa, CA

Spring 2008

JOHN SMITH

GRAPHIC DESIGNER

EMAIL: JOHNSMITH@GMAIL.COM
PHONE: (805) 123-4567
LOCATION: THOUSAND OAKS, CA

EDUCATION

Bachelor of Arts in Studio Art (In Progress)
California State University Channel Islands
Graduate Fall '13
3.7 GPA (Dean's List)

COURSES TAKEN

Drawing and Composition, Color & Design, Visual Technologies, Multimedia, Graphic Design, Graphic Design for Print Media, Web Design (HTML/CSS), Life Drawing, Time-Based Image and Compositing, Packaging Design, Painting

WORK EXPERIENCE



CSU Channel Islands
Career Development Services & Dean of Students Office
May '12 - Current
Graphic Designer

Responsible for designing, creating, and organizing marketing material. Aiding in video production for informative career center packages and photographing events. Designing t-shirts for various school functions. Working closely with the Dean of Students to establish brand identity with the student body.



Vintage Senior Living
May '11-Aug'12
Server

Responsibilities included taking orders, serving, bussing, food preparation, cleaning, overall senior assistance and customer service. Lots of problem solving and conflict resolution skills gained.



XPRESSGRAFIX
Nov '09 - Dec '10
Assistant

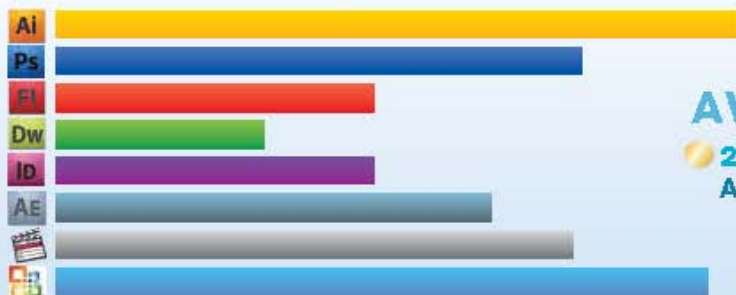
Assisted customers with Postal needs and questions. Gained register experience, phone experience and customer service skills. Assisted with production of large order brochures and prints.



TOHS Mass Media
Aug '07-Jun'09
Editor (Final Cut Pro)

In charge of logging and capturing and compiling video, and editing stand-up packages together. In addition I wrote, shot, and edited a number of short films.

EXPERIENCE LEVEL



AWARDS

2012 CI FILM AND ANIMATION FESTIVAL
AUDIENCE CHOICE AWARD WINNER
For short Flash animation film
"The Dark Knight Languish"

CINDY RANDALL

(805) 555-3333
bfrank@csuci.edu

EDUCATION

Bachelor of Science in Biology, CSU Channel Islands, Camarillo, CA
Minor in Chemistry

May 2010

LABORATORY EXPERIENCE

BIOCHEMISTRY: Protein Assays (A280, Lowry, Coomassie Blue), Protein Purification, SDS-PAGE.

GENETICS/ MOLECULAR BIOLOGY: Purification of Plasmid DNA, Purification of mRNA, Gel Electrophoresis, PCR, RT-PCR, DNA Sequencing, Microarrays, Cloning PCR Products/Transformation of E. coli.

MICROBIOLOGY: Aseptic Technique, Autoclave, Examination of Water, Staining (Gram, Negative, Acid-fast), Enterotubes/API System, Prokaryotic Cell Culture, Streak Plates, Media Preparation, Light Microscopy.

ORGANIC CHEMISTRY: Distillation (Simple, Fractional, etc.), Determination of Melting Points, Qualitative Analysis (Thin Layer Chromatography, IR, NMR), Organic Synthesis.

WORK EXPERIENCE

Community Regional Medical Center, Camarillo, CA

May 2009-Present

EKG Technician

- Perform EKGs throughout 265 bed hospital including ICU, CCU, NICU, Pediatrics, OB and ER
- Communicate with doctor and patient, schedule procedures and tests for busy diagnostic cardiology department
- Handle patient instruction on proper use of take-home devices
- Maintain organization of office to sustain efficiency and accuracy of testing and patient report

Research Experience for Undergraduates (REU), Los Angeles, CA

Apr. 2007-Dec. 2008

Research Intern

- Conducted research on adapting rapid prototyping technologies for the creation of a biomedical pump
- One of ten individuals chosen to participate in this nationally offered program
- Funding was provided by Milwaukee School of Engineering and the National Science Foundation

CSU Channel Islands Chemistry Department, Camarillo, CA

Summer 2007

Chemistry Lab Assistant

- Prepared chemicals for all chemistry laboratories for students taking various science courses
- Handled equipment set-up and dilution to exact concentration of acid, base, and other chemicals
- Assisted professors with preparation for specific lab demonstrations

CAMPUS AND COMMUNITY INVOLVEMENT

- Member, Rotary Club
- Member, American Chemical Society Student Affiliate Chapter
- Assistant Fundraiser Committee, International Students Club
- Peer Advisor, CSU Channel Islands
- Volunteer, American Cancer Society

Dec. 2011-Present
May 2010-Present
Dec. 2008-Present
May 2008-May 2009
Spring 2008

John Doe

(123) 555-1234

mmulcahey@bamboo.com

SUMMARY OF QUALIFICATIONS:

- Self-motivated and organized professional skilled in orchestrating tasks and details to achieve project goals
- Clear communicator; able to create interactive training for diverse audiences
- A dedicated team player, committed to providing high-quality support and excellent problem-solving skills to all organizational levels

EDUCATION

Bachelor of Science in Business, CSU Channel Islands
Emphasis in Business Management

Fall 2008

RELEVANT SKILLS

Project Management

- Planned and implemented a highly successful “Daughters to Work” day with GMI committee members, including overall event coordination for 85 participants
- Coordinated logistics for video conferences and offsite meetings among national GMI offices, including travel, accommodations, equipment, and presentation materials
- Researched and recommended specific vendors for improved facilities management at Ajax Food Corporation, resulting in reduced costs and more efficient operations
- Conducted research, negotiated with new vendors, and instituted an improved company health plan and benefits package at Forestwood Meat Company

Training & Communication

- Coordinated annual training event for 800-1,000 adults as part of BGSC Discoveree
- Provided confidential, executive-level support to GMI President. Handled member and provider concerns with diplomacy, and followed through to ensure resolution.
- Supervised administrative staff at West Coast Resources and facilitated orientation for new hires
- Trained, supervised, and motivated Administrative Assistant to Senior VP at GMI

Organizational Leadership & Team Building

- Built a strong team of 20 members, fostering both independence and a cohesive, productive team environment
- Utilized clarity, humor, well-defined goals, and a positive work ethic to establish a spirited organizational culture throughout the company
- Developed and implemented strategic objectives to ensure achievement of profitability goals and a high level of client satisfaction

WORK HISTORY

Executive Assistant to President, Ajax Food Corporation, Carlsbad, CA
Case Management Assistant, Office of Welfare Appeals, San Diego, CA

Sep. 2010-Present
Jan. 2008-Aug. 2010

PROFESSIONAL DEVELOPMENT

Member, Business Professionals of America
Attendee, Team Leadership Seminar, American Management Association

May 2009-Present
Dec. 2010

CLARISSA HERNANDEZ

(805) 493-1234, c.hernandez@aol.com

SUMMARY OF QUALIFICATIONS:

- Skilled in strategic planning and implementation; able to prioritize effectively, multi-task and achieve objectives within time and budget
- A clear and dynamic communicator; able to present marketing programs to diverse audiences and negotiate agreements with vendors
- Knowledge of current trends, and social networking programs such as Facebook, Linked In, Twitter, etc.
- Personable with instinctive relationship-building qualities and extensive customer service experience
- Proficient with Microsoft Office, Access, Adobe Illustrator and Internet research
- Fluent in Spanish

EDUCATION

Bachelor of Arts in Business, CSU Channel Islands, Camarillo, CA
Emphasis in Marketing

Spring 2010

PROFESSIONAL EXPERIENCE

Marketing Assistant

Best Buy, Camarillo, CA

Aug. 2008-Present

- Collaborate with management to develop comprehensive marketing strategies in order to target a large population of customers and generate sales
- Develop, edit, and implement promotional and educational marketing materials
- Conduct basic market research through telephone conversations, email communication, and the Internet
- Track main competitor ads/editorials in Excel documents to compare data

Marketing Intern

Countrywide, Woodland Hills, CA

Jan.-Aug. 2008

- Assisted in all areas of the marketing department while also being involved with Public Relation projects
- Supported the department with organization and distribution of media kits
- Worked with graphic design of website, prepared letters to marketing outlets, and created Excel spreadsheets
- Contributed to the development of creating monthly newsletters/flyers on Adobe Illustrator

Community Relations Student Worker

CSU Channel Islands, Camarillo, CA

Sept. 2007-May 2010

- Assisted the Community Relations Manager with organizing information meetings and exhibits
- Participated in the development of publicity materials including letters, brochures and fliers
- Prepared information packets and personal response letters for prospective students and applicants
- Handled administrative duties such as answering phone calls, making copies and maintaining confidential files

AWARDS, RECOGNITIONS & ACHIEVEMENTS

Member, Gamma Beta Phi Honor Society, CSU Channel Islands

Fall 2008-Spring 2010

Recipient, Semester Honors, CSU Channel Islands

Fall 2008-Spring 2010

Presidential Scholarship Recipient, CSU Channel Islands

Fall 2008-Fall 2009

LESTER WYNN

wynnlester@yahoo.com
(622) 222-9999

Bio-Chemistry

SUMMARY OF QUALIFICATIONS

- NMR Spectroscopy
- Reduced pressure synthesis
- Small molecule purification
- SDS PAGE electrophoresis
- Agarose Gel electrophoresis
- Knowledge of chemical disposal
- DNA Recombination
- Skilled in Microsoft Office
- Social Networking Skills

EDUCATION

Bachelor of Science in Chemistry: Option in Biochemistry

May 2012

Minor in Biology, *Cum Laude*

CSU Channel Islands, Camarillo, CA

RESEARCH EXPERIENCE

Research Associate

Jan. 2011-Present

Creation of Ferulolactone in Production of Asymmetrical Curcumin

PI: Phillip Hampton, Ph.D.; CSU Channel Islands, Camarillo, CA

Creation of Asymmetric Curcumin through production of ferulolactone, which is an inhibitor of the enzyme β -secretase

- NMR spectroscopy, reduced pressure synthesis, experimental design, slow addition techniques applied
- General stock inventory, lab maintenance and hazardous waste disposal
- Oversaw junior lab associate in design and synthesis of experiments in the field of organic synthesis
- Presented research findings at several conferences through poster presentations

Research Associate

Jan. 2012-Present

Investigating the Stability of the Copper Binding Protein CusF by C-terminus Truncation via Mutagenesis

PI: Blake Gillespie, Ph.D.; CSU Channel Islands, Camarillo, CA

- Transformed desired *E. coli* cells to produce desired mutations, then purified desired proteins for unfolding experiments

Intern/ Research Associate

Formation of Heterotrimeric Supramolecule in Treatment of Macular Degeneration

PI: Luke Theogaragan, Ph.D; Supervisor: Andrew Merithew; UC Santa Barbara, Goleta, CA

- Devised synthesis of all-trans retinol and crown ethers as a starting molecule for an electrically active supramolecule designed to function as a retinal prosthetic
- Maintained hazardous waste disposal according to UCSB's OSHA office standards
- Sustained and maintained chemical stock room inventory and ordered supplies on an as-needed basis
- Presented data weekly to the research group, general public and internship group

Intern/Research Associate, HSI Summer Institute

Summer 2010

Investigating the Stability of the Copper Binding Protein CusF by C-terminus Truncation via Mutagenesis

PI: Blake Gillespie, Ph.D.; CSU Channel Islands, Camarillo, CA

- Formed, examined and wild type *CusF* and probed the free energy of unfolding using fluorescence spectroscopy

PROFESSIONAL DEVELOPMENT & PRESENTATIONS

- **Southern California Undergraduate Research Conference in Bio-Chemistry** December 2011
Poster Presentation, CSU Channel Islands
- **Summer Undergraduate and Graduate Research Colloquium, UCSB** August 2010
Title: *Molecular Shuttles*
- **HSI Summer Institute Poster Colloquium, CSU Channel Islands** June 2010
Title: *Investigating the Stability of the Copper Binding Protein CusF by C-terminus Truncation via Induced Mutagenesis*

ALTERNATIVE WORK EXPERIENCE

Career Resource Assistant

CSU Channel Islands, Camarillo, CA

August 2011- Present

- Demonstrated website and other resources to students and employers
- Directed students to campus resources including on-campus employment and graduate school resources
- Provided peer-to-peer critique and mentorship in the career process
- Strong foundation in creating spreadsheets for budgetary and tracking purposes using Microsoft Excel

Private English and Chemistry Tutoring

Ventura, CA

June 2009-Present

- Simplified topics in Chemistry and Mathematics to students who had never been exposed to science prior
- Advised on term paper writing skills. One student improved from “failing” to “passing.”
- Developed lesson plan for SAT preparation and guided students through the college admission process

Service Learning, Science Carnival

September-October 2011

CSU Channel Islands, Camarillo, CA

- Coordinated with Student Life to promote awareness of and attendance at the event
- Recruited faculty, staff and students across disciplines and departments for event
- Published articles in the school newspaper and newsletter to promote the event

ACADEMIC AWARDS AND SCHOLARSHIPS

- Dean’s List, CSU Channel Islands 2011
- PEO Scholarship 2011
- Business and Technology Partnership Scholarship 2010
- James V. and Idah W. Ilif Memorial Scholarship 2010
- Lee K. Schwab Memorial Scholarship 2010
- Dean’s List, Oxnard College 2009-2010

JACKIE CHU

Jackiechuu@yahoo.com

(622) 222-9999

SUMMARY OF QUALIFICATIONS

- Experienced in dissolution and chemosensory testing
- Familiar with compliance requirements within cGMP, safety and regulatory environments
- Operational knowledge of analytical instrumentation like HPLC, GC, GC-MS, FTIR, UV-VIS equipment, and data stations required
- Extremely solid microscopy and microanalysis skills in addition to basic analytical laboratory skills
- Proficient working with electron microscopy, energy dispersive x-ray spectroscopy and vibration spectroscopy

EDUCATION

Bachelor of Science in Chemistry, CSU Channel Islands, Camarillo, CA
Minor in Organic Chemistry

Spring 2012

WORK EXPERIENCE

STEM Lab Assistant

STEM Program at CSU Channel Islands, Camarillo, CA

May 2010-May 2012

- Gained experience using wet chemistry methods including titrations and pH, color and moisture testing
- Played a key role in new product development by adjusting formulas and preparing blend sheets for review and approval by R&D department
- Completed testing on rush samples for DEF Company, a Fortune 500 consumer-goods manufacturer
- Submitted test results on time, with efforts cited as instrumental in retaining client business
- Investigated and offered viable solutions for problem batches, leveraging analytical strengths to isolate issues and facilitate their timely resolution
- Developed and maintained an organized recordkeeping system and prepared meticulous lab reports

Senior Research Chemist

Merk Research Labs, Camarillo, CA

Sept. 2009-May 2010

- Developed and completed pre-clinical analyses required to update/amend IND for two antineoplastic drugs, a doxorubicin-peptide conjugate and an indolocarbazole-based topoisomerase inhibitor (PBECL4-special compound handling)
- Developed HPLC, GC direct and headspace methods for impurity profile and assay of key intermediates and final products for in-process synthetic development and optimization
- Supported process chemistry with suggested methods for reaction monitoring regarding purity/yield
- Applied near-infrared and mid-infrared spectroscopy to reaction monitoring, moisture determination and reaction kinetics

PROFESSIONAL INVOLVEMENT & DEVELOPMENT

Member, America Chemical Society (ACS)

Sept. 2010-Present

Associate Member, Sigma Xi Scientific Research Society

Jan. 2008-Present

Attendee, 16th Annual Green Chemistry Conference, Los Angeles, CA

June 2010

Member, Chemistry Club, CSU Channel Islands

May 2008-May 2010

TERESA LUAGA
teresavandoren@hotmail.com
(805) 477-3333

SUMMARY OF QUALIFICATIONS

- Bilingual Spanish/English, Conversational French
- A clear and dynamic verbal and written communicator comfortable working with a diverse population
- Known for building strong long-term relationships with internal and external partners
- Proficient in Microsoft Office and Access, Adobe Illustrator, and Panapto

EDUCATION/INTERNATIONAL EDUCATION

Bachelor of Arts in Chicano/a Studies

June 2010

CSU Channel Islands, Camarillo, CA

El Centro de Lenguas Modernas, University of Granada, Spain

2008-2009 Academic Year

Language Courses Abroad: International House, Playa del Carmen, Mexico

INTERNATIONAL PROFESSIONAL EXPERIENCE

La Finca Argayall, Place of Light, La Gomera, Canary Islands, Spain

Assistant Chef/Community Member/Event Planner

June-Aug. 2010

- Assisted in a vegetarian kitchen six days a week by preparing and serving meals to community members
- Co-existed with fellow community members and guests from Germany, Belgium, Switzerland, England, Israel, Italy, Argentina
- Orchestrated large-scale community events such as the Food & Wine Festival and Fiesta de Noche.

Student World Assembly Cal Poly Chapter, San Luis Obispo, CA

Publicity Coordinator

Sept. 2007-June 2008

- Facilitated team discussions for up to 30 members at meetings surrounding current events
- Responsible for publicizing upcoming events throughout the campus by using effective marketing strategies such as Facebook, Twitter and Linked In
- Organized film showings and interactive educational displays on campus and within the community

Student Conservation Association, Denali, Alaska

Conservation Crew Member

Summer 2004

- Lived and volunteered in Denali National Park helping the Park Service
- Built a trail covering 3 miles and a 3,000-foot incline
- Cooperated with five other teens from diverse backgrounds from across the country

VOLUNTEER & COMMUNITY INVOLVEMENT

Santa Monica Parks and Recreation, Camarillo, CA

Head Teacher

Feb. 2010-June 2010

- Created and implemented educationally stimulating activities for children in grades K-6
- Supervised and monitored 14 children, ages 5-12, during outside activities such as hiking, walking trails, swimming and planting gardens

Children Using Language to Understand "R" Earth, Camarillo, CA

Co-founder of Club/Activities Coordinator

Sept. 2003-June 2004

- Strategically planned lessons aimed towards grades K-3 learning Spanish as a second language
- Taught an 8-week course on beginning Spanish to a group of 25 children at Mar Vista Elementary

Melinda Rios

(408) 555-2565
mfield@gmail.com

Communication

SUMMARY OF QUALIFICATIONS

- Experience writing and reporting for mass media
- Proficient in Microsoft Office and Adobe Illustrator
- Extensive knowledge of marketing through social media such as Facebook, LinkedIn, Twitter
- Excellent public speaking skills and organizational leadership
- Experience coordinating and planning large scale events for up to 300+ people
- Bilingual in Spanish

EDUCATION

Bachelor of Arts in Communication

CSU Channel Islands, Camarillo, CA
Minor in Spanish

May 2011

WORK EXPERIENCE

Assistant to the Director

Sept. 2011-Present

Student Life and Leadership, CSU Channel Islands, Camarillo, CA

- Edited and reviewed proposal documents for the Director of Student Life and Leadership
- Compiled information for a focus group in order to evaluate and improve student programs and events
- Maintain excellent verbal and written communication with various departments around campus when working together cohesively during annual events
- Created a manual on Adobe Illustrator for women's programs that was used campus-wide

Co-Coordinator

Oct. 2008-Sept. 2010

Sexual Assault Free Environment Resource Program, Camarillo, CA

- Facilitated a presentation on self-defense to three groups of over 500 participants
- Designed multiple PowerPoint presentations to present alongside the coordinator of our department
- Redesigned marketing materials using Adobe Illustrator in order to enhance the clarity, effectiveness, and focus of our programs and events

Student Coordinator

May 2006-Sept. 2008

Women's Health Club, CSU Channel Islands, Camarillo, CA

- Organized publicity by designing fliers, resource cards, and a marketing display for a series of events promoting healthy body image of young women
- Oversaw the recruitment process of finding local artists to display their artwork in our Student Art Gallery
- Coordinated, managed and delegated work to groups of 20+ volunteers

AWARDS, RECOGNITIONS & CAMPUS INVOLVMENT

Workshop Presenter, Remember Week, CSU Channel Islands

Peer Health Educator, Educational Resource Team, CSU Channel Islands

Health & Wellness Speaker, Welcome Week, CSU Channel Islands

Awardee, Student Leadership Award, CSU Channel Islands

Semester Honors, CSU Channel Islands

April 2010

Fall 2008-Spring 2010

Summer 2009

April 2009

Fall 2007-Spring 2010

JAY SMITH

(805) 555-4565 Jay.smith23@gmail.com

COMPUTER SKILLS

- Experienced in programming languages: BASIC, dBase II, COBOL, RBase 5000, Ada, SQL, JAVA, ASP.NET and C++
- Proficient in SPSS, Microsoft Office and Adobe Creative Suite
- In-depth knowledge of Database Techniques, OS and Data Structures
- Ability to operate Windows, UNIX and LINUX
- Experience working with applications and database systems: JBoss, Tomcat, Ingres and MYSQL
- Knowledge on platforms and hardware: IBM-compatible AT&T PC and Microprocessors
- Extensive knowledge of Oracle, sql server, websphere, db2 and eclipse

EDUCATION

Bachelor of Science in Computer Science

May 2012

Emphasis in Engineering

California State University Channel Islands, Camarillo, CA

RELEVANT WORK EXPERIENCE

Software Trainee Intern, Encuee Software Inc., Port Hueneme,

Mar. 2011 – Present

- Handled software projects by using languages such as JAVA and C++
- Worked with senior developers in designing and developing software tools
- Attended monthly training sessions on software programming to enhance my knowledge
- Assisted in software engineering projects as an active team member

Computer Science Assistant Teacher, Mesa Verde Middle School, Moorpark, CA

Sep. 2009 – Dec. 2009

- Imparted basic computer knowledge in Microsoft Word, Excel and the Internet to approximately 30 students
- Maintained a stable relationship with students, faculty and staff
- Wrote and presented a paper on the "Importance of Computer Science" to a seminar of 50+ people
- Successfully communicated with faculty members to prepare lesson plans on a weekly basis

Software Engineer, Customer Service Systems, Camarillo, CA

Aug. 2008 – Sep. 2009

- Re-engineered customer account software systems used by brokerage teams
- Developed and implemented new feedback system for users concerns, bugs, and defect tracking regarding use and functionality of new interfaces
- Coded web designed interfaces using Java, XML, XSL, AJAX, and JWS
- Code and support provided through ASP.NET, T-SQL, Microsoft SQL Server, and Oracle 9i
- Collaborated in the development of in-house development of new banking software interfaces
- Supported existing legacy system to provide newly created cases and insured they were available in the systems in parallel until legacy systems were retired

PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

Active Member, Association of Computer Personnel

Jan. 2008-Present

Semester Honors, CSU Channel Islands

May 2009-Fall 2012

Recipient, Presidential Scholarship, CSU Channel Islands

Jan. 2010

Founder and Editor-in-Chief, *The CI View*, CSU Channel Islands

May 2009

SUSIE SMITH

(123) 555-1234

susiesmith@bamboo.com

Early Childhood
Studies

EDUCATION:

Bachelor of Arts in Early Childhood Development

May 2013

Emphasis in Child Psychology

CSU Channel Islands, Camarillo, CA

Certification in Developmentally Appropriate Practices for Pre-Schoolers

May 2011

PROFESSIONAL EXPERIENCE:

Teacher Assistant

Wood Ranch Elementary School, Simi Valley, CA

Aug. 2010-Present

- Assist in managing a classroom of 20 two- to five-year-old children
- Provide children with learning experiences that promote their cognitive, social and emotional development
- Deliver individualized instruction in all areas of the curriculum
- Participate in parent-teacher conferences, ordering supplies, handling record-keeping and maintaining proper safety regulations in the classroom to ensure a safe environment

Teacher Assistant

Action Day Care, Valley Center, CA

Sept.2008-May 2009

- Helped the teacher maintain a supportive learning environment that was often used as a model for other preschool classrooms
- Collectively worked with interdisciplinary team members to evaluate children's progress and recommend appropriate learning plans
- Participated in all training and in-service opportunities to maintain a high standard of educational excellence
- Frequently requested by parents to work with their children in additional tutoring sessions
- Entrusted to manage the classroom in the teacher's absence

VOLUNTEER EXPERIENCE:

Volunteer, First Lutheran Church Nursery, Camarillo, CA

Mar. 2007-Present

Volunteer Assistant, KinderCare, Thousand Oaks, CA

Summer 2010

PROFESSIONAL AFFILIATIONS:

- *Member*, Association for the Development of Infancy to Early Childhood
- *Member*, National Association for the Education of Young Children

Dec.2011 - Present

May 2010 - Present

SUMMARY OF QUALIFICATIONS:

- Two years of experience conducting quantitative research using econometric forecasting
- Developed business expansion models, potential revenue outcomes, and successful partnership proposals
- Strong interest in Financial Econometrics, Risk Analysis and Empirical Asset Pricing
- Technical skills include SPSS, SASS, OxMetrics, Microsoft Excel/Access, HTML
- Thorough understanding of advanced theory and policies

EDUCATION:

Bachelor of Science in Economics

May 2011

Minor in Statistics

CSU Channel Islands, Camarillo, CA

PROFESSIONAL EXPERIENCE:

Intern

RaboBank, Camarillo, CA

May 2011-Present

- Prepare loan fact sheets and quantitative analysis for loan proposals
- Assist senior Vice President in making loan decisions for clients during weekly staff meetings
- Organize and maintain with confidentiality customer loan files and records
- Build and preserve strong relationships with customers with the highest level of professionalism

Project Manager Assistant

Enterprise Holdings, Thousand Oaks, CA

Sept.2009-May 2010

- Evaluated results of weekly sales and recommended strategies on how to increase revenue
- Analyzed budget using balance sheet transactions and currency exchange to attain higher returns on investments
- Assessed the results of 12 web-based business databases and made software implantation improvement recommendations

Economics Internship

Mar. 2009- Dec. 2009

PNC Financial Group, Camarillo, CA

- Collected and analyzed information on laws and regulations on financing of infrastructure projects
- Networking with local employers to discuss future options for financing of urban transport projects
- Drafted various sections of case studies to be presented to clientele
- Supported project manager as needed on other office related tasks to ensure customer satisfaction

PROFESSIONAL AFFILIATIONS:

- Member, American Economic Association (AEM)
- Member, National Association of Business Economics (NABE)

May 2011 - Present

Dec.2009 - Present

Jason Dingman

(805) 888-9864

JasonMD@yahoo.com

ENGLISH

SUMMARY OF QUALIFICATIONS

- Ability to operate the following programs: Microsoft Office, Macromedia Fireworks, and Adobe Illustrator, Dreamweaver and Photoshop
- Extensive knowledge on the major authors, literary texts, and the historical, intellectual and philosophical backgrounds of the traditional historical periods of English and American literature
- Experience analyzing and criticizing literary texts according to historical and formal information
- Comfortable facilitating formal instruction and/or presenting through various forms of media

EDUCATION

Bachelor of Arts in English: Literature and Writing

Spring 2012

Emphasis in Creative Writing

CSU Channel Islands, Camarillo, CA

PROFESSIONAL EXPERIENCE

Editorial Intern

Sage Publications Inc., Camarillo, CA

Aug. 2008-Present

- Contributed to the day-to-day workings of publisher activities in editing, design, sales, and marketing
- Conducted research for guidebooks and regional publications
- Read and evaluated unsolicited manuscripts for the assistant editor
- Proofread editorials and supported the production staff with clerical duties
- Served as a liaison with local and regional bookstores
- Assisted with answering queries from booksellers throughout the U.S. and Canada

Chief Editor

The CI View student newspaper, CSU Channel Islands, Camarillo, CA

Sept. 2008-Present

- Evaluated 200 short fiction submissions by CI students, faculty and staff for our annual publication
- Participated in editorial meetings to determine *The CI View's* topic selections
- Assisted with post-publication public relations and social media marketing on Facebook, Linked In and Twitter

Student Leadership Assistant

May 2007-Aug.2008

Student Life, CSU Channel Islands, Camarillo, CA

- Prepared and edited organizational publications for internal and external audiences
- Oversaw the front desk reception and maintained proper email and phone etiquette
- Established and maintained relationships with the outside community, faculty, staff, and students
- Planned and directed development and communication of informational programs and events on campus

AWARDS, ACHIEVEMENTS & CAMPUS INVOLVEMENT

Contributing Writer, The CI View student newspaper, CSU Channel Islands

May 2009-Present

Literacy Tutor, Camarillo Public Library

Oct. 2008 – Mar. 2010

Outreach Mentor, English Department Outreach Program, CSU Channel Islands

Dec.2007 – Oct. 2008

CASEY CHAPMAN

(805) 898-0090

CaseyChapman78@yahoo.com



SUMMARY OF QUALIFICATIONS

- Ability to organize, synthesize and analyze water quality data, remediation site data and hydrogeological information
- Excellent communication skills, both written and verbal, including the ability to explain complex scientific material and concepts to individuals and groups with varying levels of understanding
- Strong time management skills and the ability to work under pressure in a fast-paced environment
- Extensive experience working within a laboratory environment with set-up, clean-up and analyzing and collecting information from lab

EDUCATION

Bachelor of Science in Environmental Science and Resource Management

Spring 2012

Minor in Biology

CSU Channel Islands, Camarillo, CA

RELEVANT FIELDWORK & EXPERIENCE

Junior Environmental Scientist

Aug. 2010-Present

Water Resources Control, Camarillo, CA

- Performed industrial hygiene sampling, indoor air quality investigation and Phase 1 Environmental Site Assessments
- Collected, organized and analyzed information regarding leaking underground storage tank remediation sites and public and private wells, as well as hydrogeological characteristics
- Maintained air quality and hygiene at the work place to determine environmental risk and impact
- Prepared, collected and analyzed water flow monitoring equipment for use in environmental field assessments

Fieldwork Assistant

Aug. 2008-May 2010

Dr. Steekler, CSU Channel Islands, Camarillo, CA

- Updated, recorded and extracted tracked data using computer interfaced system
- Completed and reported on complex soil compaction testing along with percolation tests for system viability
- Assisted Dr. Steekler with conducting monthly sampling of state funded experimental on-site septic systems
- Generated a soil map and a level 1 soil survey for a 150-acre private property

Senior Capstone Project

Spring 2012

CSU Channel Islands, Camarillo, CA

- Conducted a soil resource assessment of soils within the Santa Monica Mountain Range to determine available geologic soil for the agricultural region
- Analyzed, evaluated and documented various agricultural soils of the Santa Monica Mountain Range
- Discovered a fundamental soil difference between two geographic regions, allowing local agriculture corporations to utilize this data for economic benefit

Agricultural Intern

Summer 2011

Camarillo Organic Farm, Camarillo, CA

- Worked with an 11-acre CCOF certified organic farm alongside with 6 fellow interns
- Performed tractor work, vegetable planting, irrigating, harvesting, inspecting, and washing to crops
- Helped coordinate 300+ participant subscriptions to the Community Supported Agriculture Program

PROFESSIONAL & COMMUNITY INVOLVEMENT

Member, National Association of Environmental Professionals (NAEP)

May 2010-Present

Member, National Society of Collegiate Scholars

Sept. 2008-Present

Attendee, National Society of Consulting Soil Scientists Conference, Los Angeles, CA

Oct. 2011

Volunteer, Sea Turtle Conservation, Costa Rica

Summer 2008

GREG THOMAS

(805) 543-0000

thomasgreg@gmail.com

History

SUMMARY OF QUALIFICATIONS

- Extensive certified knowledge of historical events and their causes, indicators, and effects on civilizations and cultures
- Vast knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Detail-oriented and persistent individual with high communication and interpersonal skills

EDUCATION

Bachelor of Arts in History

Spring 2011

Minor in Geology

CSU Channel Islands, Camarillo, CA

RELEVANT FIELDWORK & EXPERIENCE

Historian Assistant

Aug. 2010-Present

Getty Museum, Los Angeles, CA

- Assist with analyzing, recording, and interpreting the past as recorded in sources, such as government and institutional records, newspapers and other periodicals, photographs, interviews, films, and unpublished manuscripts, such as personal diaries and letters
- Gather historical data from sources such as archives, court records, diaries, as well as collecting data sources such as books, pamphlets, and periodicals
- Trace historical development in a particular field, such as social, cultural, political, or diplomatic history
- Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials
- Assist with teaching and conducting research in universities, museums, and other research agencies and schools
- Speak to various groups, organizations, and clubs in order to promote the aims and activities of historical societies
- Prepare publications and exhibits, or reviewed those prepared by others in order to ensure their historical accuracy

Archivist Assistant

Aug. 2008-July 2010

Rift Valley Historical Institute, Los Angeles, CA

- Researched the history of a particular country or region, or of a specific time period
- Presented historical accounts in terms of individuals or social, ethnic, political, economic, or geographic groupings
- Organized information for publication and for other means of dissemination, such as use in CD-ROMs
- Researched and prepared manuscripts in support of public programming and the development of exhibits at historic sites, museums, libraries, and archives
- Advised and consulted with individuals and institutions regarding issues such as the historical authenticity of materials or the customs of a specific historical period
- Collected detailed information on individuals for use in biographies
- Interviewed people in order to gather information about historical events, and to record oral histories

PROFESSIONAL & COMMUNITY INVOLVEMENT

Member, National Association of Environmental Professionals (NAEP)

May 2010-Present

Jonathon Heely

J.Heely@yahoo.com
(622) 222-3333

Information
Technology

SUMMARY OF QUALIFICATIONS

- Three-plus years of experience working with technical call center operations providing service by communicating effectively with technical and non-technical staff
- Works well independently, or in a group setting in completing projects and maintaining time management skills
- In-depth knowledge and understanding of numerous software packages and operating systems such as Windows (XP, 2000, NT), IBM OS/2 2.0, HP-UX 9.0, DEC VMS 4.1, Unix (Linux and Sun Solaris)
- Experience diagnosing, troubleshooting and resolving client issues with hardware maintenance, installations and upgrades

EDUCATION

Bachelor of Science in Information Technology

Spring 2012

Minor in Computer Science

CSU Channel Islands, Camarillo, CA

TECHNICAL SKILLS

- *Languages:* Java, XML, C, C++, JavaScript, SQL, HTML, UML
- *Tools:* Borland JBuilder, Sun ONE Studio (Forte), Macromedia Dreamweaver MX, Rational Rose, UltraEdit-32, Borland CBuilder, Oracle SQL Plus
- *Operating Systems:* Windows (XP, 2000, NT), IBM OS/2 2.0, HP-UX 9.0, DEC VMS 4.1, Unix (Linux and Sun Solaris)

WORK EXPERIENCE

Hardware Engineer

Micron Computers Inc., Camarillo, CA

May 2010-May 2012

- Perform hardware and software installations on a variety of computers including PC's and Mac's
- Identify, isolate and repair computer equipment showing wear and tear as well as provide customers with information on preventative maintenance routines
- Provide high-level customer care, training, and technical support to a diverse population of customers
- Assemble and install a wide array of computer systems, workstations, and peripheral hardware

Information Technology Help Desk Student Assistant

CSU Channel Islands, Camarillo, CA

Sept. 2009-May 2011

- Provided computer help desk support via telephone communications with end-users including students, faculty, staff and campus visitors
- Performed diagnostics and troubleshooting of system issues, documented help desk tickets/resolutions and maintained equipment inventory lists
- Assisted students, faculty and staff with login password verification to the campus-wide program myCI

PROFESSIONAL INVOLVEMENT & DEVELOPMENT

Attendee, Association of Information Technology Conference, Cal Poly State University

Oct. 2010

Member, Association of Information Technology Professionals (AITP)

Sept. 2010-Present

Member, Association of Help Desk Professionals (AHDP)

June 2008-Present

JENNIFER YOUNG

(805) 444-3322

jyoung@yahoo.com

Liberal Studies:
Teaching

SUMMARY OF QUALIFICATIONS

- Four-plus years of experience working in an educational setting, specifically first to fourth grade
- Outstanding ability to communicate with children, parents and faculty
- Highly organized and dedicated with a positive attitude to service various age and ethnic populations
- First Aid and CPR certified
- Courses in Education, Theories of Teaching & Learning, and Child & Adolescent Growth Development
- 200+ hours spent in both the elementary and high school classrooms observing and assisting teachers

EDUCATION

Bachelor of Arts Degree in Liberal Studies

May 2012

CSU Channel Islands, Camarillo, CA

- Passed CBEST with plans to enter the credential program at CSU Channel Islands

OBSERVATION EXPERIENCE

Acacia Elementary, Public Elementary School, grades 1-4

2010-2012

Newbury Park Middle School, Public Middle School, grades 6-8

2009-2010

Adolfo Camarillo High School, Public High School, grades 9-12

2008-2009

Pinecrest Preschool, Public Preschool for children ages 3-5

2007-2008

PROFESSIONAL EXPERIENCE

Preschool Teacher

KinderCare, Thousand Oaks, CA

Aug. 2011-Present

- Plan and implement a developmentally appropriate curriculum for a four-year-old class through circle time games and developmentally appropriate fun-related activities
- Facilitate an active learning environment for children ages two to five by active classroom participation

Teacher's Assistant

Mission Oaks Elementary, Camarillo, CA

Aug. 2010- May 2011

- Assisted in a first/second grade split class Summer Enrichment Program helping children understand and successfully complete various homework and in class assignments
- Worked with the first graders on printing skills incorporating lessons on alphabet letters and spelling their names
- Led and facilitated various art lessons when the main teacher was away from the classroom

Private Tutor

The Learning Tree, Camarillo, CA

Oct. 2006-Oct.

2009

- Assessed, analyzed, and evaluated students for tutoring to determine educational challenges
- Tutored and met with students on an hourly basis three times a week and helped students prepare for exams
- Served as a peer mentor to students to build and maintain relationships with both students and parents

VOLUNTEER EXPERIENCE & COMMUNITY INVOLVEMENT

Teacher Assistant Volunteer, Wood Ranch Elementary, Simi Valley

2010-2012

Volunteer Team Coordinator, Relay for Life, Camarillo

2006-2012

AMANDA WRIGHT

(805) 588-0080

wright.amanda@gmail.com

Mathematics

SUMMARY OF QUALIFICATIONS

- Mastery in optimization methods with implementation on the VLSI placement problem and TWTA design
- Expertise solving partial differential equations using finite differences and finite elements, incorporating multigrid techniques
- Substantial experience programming in Matlab and C++; additional experience using Meta Language, VBA, and Python
- Proficiency using Windows, Macintosh, and Linux operating systems; Mathematica, Matlab, Maple scientific calculators; and Microsoft Office

EDUCATION

Bachelor of Science in Mathematics

Spring 2010

Minor in Information Technology

CSU Channel Islands, Camarillo, CA

WORK EXPERIENCE

Senior Financial Analyst Intern

May 2009-Present

Morgan Stanley, Los Angeles, CA

- Cultivated over 200 prospects for follow-up by senior financial advisors
- Prepared month-end reports for review by department head, which resulted in increased flow of information to management
- Recognized as the only intern who was elevated to the rank of Senior Financial Analyst Intern

TEACHING EXPERIENCE

Senior Supplemental Workshops Facilitator

Aug. 2009-Dec. 2010

CSU Channel Islands, Camarillo, CA

- Lead a senior-level workshop consisting of 20+ students in Real Analysis and Calculus 1, 2, and 3
- Facilitated workshops for a group of 30+ students that included concept enhancement, problem-solving, review, and mock quizzes

Teaching Assistant

Migrant Education Programs, CSU Channel Islands, Camarillo, CA

- Taught a group of 20 bilingual students arithmetic
- Instructed English Language Learning (ELL) students about basic computer instruction and software for remedial education
- Introduced students to utilization of graphing calculators in order to conduct mathematical problems

PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

Member, American Mathematical Society

May 2010-Present

Member, Society for Industrial and Applied Mathematics

May 2009-Present

Recipient, Semester Honors, CSU Channel Islands

Dec. 2008-May 2010

President, Mathematics Club, CSU Channel Islands

Aug. 2008-May 2010

JILLIAN MCDONALD

(805) 554-3049
Jill.mcdonlly@gmail.com

Nursing

SUMMARY OF QUALIFICATIONS

- Reliable, ethical healthcare provider with ability to stay calm and intervene during crises, facilitate groups and educational seminars, and collaborate on multidisciplinary teams
- Proven ability to build positive relationships with patients, family members, physicians and other medical professionals
- Computer literate; proficient in Microsoft Office and medical records management applications
- Familiar with IV insertion, Physical Fitness Testing, Basic First Aid Training, and Uniform Data System

EDUCATION

Bachelor of Science in Nursing

Spring 2012

Minor in Biology

CSU Channel Islands, Camarillo, CA

WORK EXPERIENCE

Staff Nurse, Clinical Nurse I

Dec. 2010-May 2012

Los Robles Hospital, Thousand Oaks, CA

Vascular, Gastrointestinal, and Plastic Surgery Care

- Provided nursing care on a 32-bed vascular, plastic surgery, and gastrointestinal surgical unit at large teaching hospital. Other specialties included transplant and orthopedic populations.
- Expertise in complex wound care, diabetes management, and pre- and post-operative client teaching to an ethnically diverse population of clients
- Facilitated admissions, discharges and transfers of patients on a daily basis

Assistant Nurse

West Hills Hospital & Medical Center, West Hills, CA

June 2009-Dec. 2010

Adult Intensive Care Units

- Checked in patients; took blood pressure, temperature and other vitals. Applied pulsometer as required.
- Gathered and documented statistics for well-baby examinations, such as weight, length, head circumference, and overall body examinations
- Conducted and recorded well-child assessments to include height, weight, eyesight and hearing
- Set up EKG's and spirometers. Performed catherizations and ear cleaning

Student Nurse/Clinical Rotations

Saint John Hospital, Los Angeles, CA

June 2008-June 2009

Adult Intensive Care Units

- Worked under the supervision of an RN providing bedside care, treatment and clinical documentation for patients on cardiac, oncology and medical-surgical floors
- Handled medication administration, dressing changes, IV's and all other aspects of nursing care
- Prepared chart notes and other documentation; and participated on interdisciplinary team
- Treated an average of 16 patients daily (100 percent above average student caseload)
- Gained experience in procedures such as cryotherapy and trigger-point injections

PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

Member, American Nurses Association (ANA)

May 2010-Present

Recipient, Semester Honors, CSU Channel Islands

Dec. 2008-May 2010

STEVEN HARTING

Stevenkharting@gmail.com
(663) 538-9999

SUMMARY OF QUALIFICATIONS

- Goal-oriented individual with strong leadership capabilities
- Real-world experience serving in the federal-level public sector
- Organized, highly motivated and detail-directed problem solver
- Computer-proficient with skills in SPSS, Microsoft Office and Adobe Creative Suite

EDUCATION

Bachelor of Arts in Political Science, California State University Channel Islands

May 2011

- GPA 3.92, Summa Cum Laude

RELEVANT EXPERIENCE

Intern, Office of Congresswoman Lois Capps, Port Hueneme, CA

Mar. 2011 – May 2011

- Handled, documented, and organized constituent casework
- Conducted research into local businesses and prepared memorandums
- Coordinated with private businesses, local and state governments
- Supported staff members by responding to constituents inquiries

Intern, Speaker of the House Nancy Pelosi, Washington, D.C.

Sep. 2009 – Dec. 2009

- Selected as an intern for the Speaker's Office in Washington, D.C.
- Collaborated with staff members by attending hearings, briefings, and bill markups
- Wrote memorandums and responded to constituent concerns
- Coordinated with various House/Senate staffers on national and international projects
- Designed and compiled a biographical blueprint that was selected as an informational document highlighting foreign heads of state for members of Congress and the Executive Branch
- Implemented strategic marketing for the Patient Protection & Affordable Care Act

Delegate, Panetta Institute for Public Policy, Monterey, CA

Sep. 2009 – Dec. 2009

- Selected as the single student to represent CSU Channel Islands at the Panetta Institute for Public Policy
- Attended seminars twice a month with members of the nation's political community
- Selected as an honorary guest speaker to deliver an address to the new class of interns

EMPLOYMENT HISTORY

Student Assistant Supervisor, CSU Channel Islands, Camarillo, CA,

Feb. 2011 – May 2011

- Supervised a team of seven student assistants at CSU Channel Islands' Student Union
- Created, implemented and refined policy and procedure for the Student Union
- Served as a paraprofessional staff member for a building that received over 1,000 visitors weekly
- Oversaw the operation of events, scheduling and student-oriented services
- Promoted leadership roles among the staff including self-assessments and verbal presentations
- Responsible for the smooth day-to-day operations of the building

Student Assistant, CSU Channel Islands, Camarillo, CA,

Jan. 2010 – Feb. 2011

- Served as an inaugural assistant for CSU Channel Islands' newly founded Student Union
- Responsible for the safety of all patrons and the security of a 25,000 square-foot facility
- Received bi-monthly leadership training
- Created a self-actuating visitor log to track patrons and target marketing

New Student Center Supervisor, CSU Channel Islands, Camarillo, CA*Jan. 2009 - May 2009*

- Oversaw operations of a facility which received over 150 visitors a week
- Planned and executed weekly events, including peer counseling and course scheduling
- Supervised a team of five peer mentors including schedule coordination and event planning

PROFESSIONAL AFFILIATIONS & EXPERIENCE**Undergraduate Research Assistant, CSU Channel Islands***Jan. 2010 – May 2011*

- Senior research assistant of a faculty/student collaborative undergraduate research team focusing on congressional appropriations and representation in American politics
- Contributed to the published manuscript, *Cheese Factories on the Moon: Why Earmarks are Good for American Democracy*

Member, Association for Public Policy Analysis & Management**LEADERSHIP ACCOMPLISHMENTS****Student Government Senator, CSU Channel Islands***Nov. 2010 – May 2011*

- Appointed to a position on the CSU Channel Islands Student Government Senate
- Tasked with representing and communicating with the 3,800-person student body
- Oversaw and implemented the Dolphin Discount Program, a business partnership between the University's Associated Students Inc., the Camarillo Chamber of Commerce, and local businesses

Presenter, CSU Student Research Competition, CSU Channel Islands*April 2010*

- Part of the research team at the 2010 CSU Student Research Competition in San Jose, CA
- Received 2nd place category award for our research and presentation

HONORS, AWARDS & RECOGNITIONS

- Maximus Award Student Finalist, *Division of Student Affairs* 2011
- Outstanding Student Award, *Martin Luther King Jr. Celebration of Ventura County* 2011
- Member, *Gamma Beta Phi Honor Society* 2010-2011
- Scholar Leader Award, *Student Leadership Programs* 2009-2011
- Master of Ceremonies, *"Now & Then" Discussion Panel* 2009
- Presidential Scholarship Recipient, *CSU Channel Islands* 2007-2011
- Semester Honors/Dean's List, *CSU Channel Islands* 2007-2011

VANESSA SMITH

smithvanessa@gmail.com
(333) 349-2948

Psychology

SUMMARY OF QUALIFICATIONS

- Profound knowledge of human mind and human behavior
- Sound knowledge of crisis intervention techniques
- Extended ability to evaluate client's needs, abilities and behavior
- Immense ability to maintain emotional stability to cope with human suffering and emergencies
- Substantial understanding of the autism spectrum

EDUCATION

Bachelor of Science in Psychology, California State University Channel Islands

May 2012

Minor in Life-Span Development

PROFESSIONAL EXPERIENCE

Clinical Psychologist Intern

June 2010-Aug. 2012

Ventura County Behavioral Health, Camarillo, CA

- Conducted clinical interviews with clients and relatives to obtain information regarding attitudes, social background, developmental history, and other factors relevant to psychological evaluations
- Administered, scored, and interpreted a wide variety of standardized and special intelligence, personality, vocational interest, aptitude, and other psychological tests under the legal guidance of a licensed Clinical Psychologist
- Provided on-going psychotherapy and necessary referrals for clients; performs psychotherapeutic counseling for groups, families, and individuals; assists clients with exploring and gaining insights into their difficulties
- Assisted clients with resolving conflicts and developing more productive ways of coping with issues
- Prepared reports including diagnoses, prognoses, and other psychological findings relevant to the disposition and treatment of cases

Rehabilitation Intern

June 2010-Aug. 2012

Pacific Hills Drug Treatment Center, Camarillo, CA

- Diagnosed and evaluated mental and emotional disorders of clients
- Implemented behavior modification programs
- Conducted psychometric tests and direct observations of behavior
- Investigated emotional, physical, and cognitive and social aspects of human behavior

Program Aide Intern

Dec. 2008-June 2010

Boys and Girls Club, Camarillo, CA

- Monitored and evaluated all enrichment programs, services, and activities to ensure safety of children, quality in programs, and the appearance of the site at all times
- Worked closely with the Stockton Unified School District's President and Youth Specialist to ensure successful program delivery
- Implemented self-esteem and variety of learning activities, while stimulating youth in program participation, caring for each child individually, and counseling one-on-one with youth

PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

Presenter, International Society for Self and Identity Conference, University of Southern California

Dec. 2010

President, Psychology Club, CSU Channel Islands

Aug. 2010-May 2012

Active Member, American Psychological Association

June 2010-Present

Active Member, Psi Chi International Honors Society, CSU Channel Islands

Dec. 2009-May 2012

Active Member, International Association of Cross-Cultural Psychology

Aug. 2008-Present

AMY PIERRE

(805) 588-4400

Amy.Pierre@yahoo.com

Sociology

SUMMARY OF QUALIFICATIONS

- Service-focused social worker with a strong commitment to serving the needs of disadvantaged youth and adults, including homeless, emancipated youth and special-needs population
- Excels in program and organizational planning, with documented success overcoming challenges of limited resources and financial constraints to design high-quality, cost-effective and comprehensive service offerings
- Skilled in building community support, key coalitions and strategic interagency partnerships
- Proficient in Microsoft Office and Adobe Illustrator with a keen eye for implementing strategic marketing strategies

EDUCATION

Bachelor of Science in Sociology

Spring 2011

Minor in Women's Studies

CSU Channel Islands, Camarillo, CA

WORK EXPERIENCE

Social Worker

May 2011-Present

Ventura County, Ventura, CA

- Designed and implemented creative group programs benefiting mentally retarded consumers (ages 22 to 60) and enhancing their social skills and self-esteem
- Launched an ongoing event agenda that included Circles Program, holiday celebrations, current events discussion groups, voting trips and numerous community excursions
- Forged community connections benefiting staff, clients and their families
- Collaborated closely with interdisciplinary team members on development of appropriate case plans meeting individual client needs

Intern to Child Social Worker

Dec. 2010-May 2011

Ventura County Behavioral Health, Camarillo, CA

- Designed and implemented a screening protocol for developmental children at risk
- Supervised children having a range of moods and behaviors and provided them with emotional and psychological support
- Provided support and advocacy for clients dealing with the legal system
- Completed assessments and discharge planning; dealt with crises
- Facilitated weekly parent support groups for parents
- Screened clients for appropriate referral and liaise with other agencies

Assistant to Behavioral Health Social Worker

Apr. 2008-Dec. 2010

Women and Youth Shelter of Ventura County, Oxnard, CA

- Assessed needs of emotionally disturbed youth with severe behavior and learning problems
- Managed caseload of 25 students to assess academic performance
- Co-facilitated a support group of 10 students to build self-esteem and identity
- Implemented crisis intervention using empathy and active listening
- Collaborated with Community Coordinator to promote awareness of physical and verbal abuse

PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

Member, National Association of Social Workers

May 2010-Present

Recipient, Semester Honors, CSU Channel Islands

Dec. 2008-May 2011

Volunteer, Women's Shelter, Oxnard, CA

Apr. 2007-May 2010

VANESSA R. MENDOZA

(805) 588-4400

Vanessa.mendoza@gmail.com

Spanish

SUMMARY OF QUALIFICATIONS

- Strong knowledge and cultural awareness of Spanish-speaking cultures throughout the world
- Extensive knowledge of the theory, principles and methods of second-language acquisition
- Ability to speak, read and write Spanish language and high fluency
- Experience administering and evaluating the California English Language Development Test (CELDT) for students ranging from grades K-8

EDUCATION

Bachelor of Arts in Spanish

Spring 2010

Minor in Developmental Psychology

CSU Channel Islands, Camarillo, CA

TEACHING EXPERIENCE

Bilingual Teacher Assistant

Aug. 2009-Present

- Work actively with first through fourth grade students in assisting, monitoring and tutoring in different areas such as reading fluency, reading comprehension, writing and math
- Assist teacher in offering meaningful learning activities to encourage students to succeed and master grade skills
- Support children who have special needs or those who speak and read English as a second language
- Administered and evaluated the California English Language Development Test (CELDT) for students

Assistant Coordinator of ESOL (English for Speakers of Other Languages)

Dec. 2008-May 2009

- Coordinate and implement language proficiency assessments (LAS and KELPA) for new and identified English Language Learners (Pre K-12)
- Assist in the coordination of annual Hispanic Family Night involving families and community members from all of Ventura County
- Serve as interpreter for communications between the school, home and community
- Serve as liaison between school district social work, migrant, and summer school personnel

Student Teacher

Aug. 2007-May 2008

Wood Ranch Elementary, Simi Valley, CA

- Assisted the fourth grade teacher with coordination of daily activities and lesson plans
- Provided individual and group assistance to students using methods such as direct instruction and learning centers to motivate and instill an enthusiasm for learning
- Lead a WebQuest science unit where students worked in collaborative learning groups with Internet research on various animal life cycles and presented oral reports to younger classes
- Implemented cultural based thematic units, Bud not Buddy, and Spanish vocabulary that instilled an awareness and appreciation for multiculturalism

PROFESSIONAL INVOLVEMENT & ACHIEVEMENTS

Active Member, National Association of Bilingual Education (NABE)

May 2009-Present

Active Member, California Association for Bilingual Education (CABE)

June 2008-Present

Volunteer, California English Language Development Test (CELDT) Testing

Aug. 2007-May 2009

Additional Resume Samples

Jane Doe
(805) 123-4567
jdoe@gmail.com

SKILLS SUMMARY

- 2+ years of experience working in front desk university office environments
- Skilled in providing clear communication to diverse student population, staff, and faculty.
- In-depth understanding of office environments, usage of modern office equipment, and professional etiquette by phone and email
- Experience conducting campus presentation to student groups and classroom settings regarding various university life and student support topics
- Knowledge of Microsoft Office, Facebook, Twitter & Instagram

EDUCATION

Bachelor of Arts in English with an Emphasis in Creative Writing, May 2014
CSU Channel Islands, Camarillo, CA

RELEVANT EXPERIENCE

Student Assistant Aug. 2012- Present
Financial Aid Department at CSU Channel Islands, Camarillo, CA

- Create and present informational handouts used to inform students about CI financial services.
- Address student concerns regarding various financial issues in order to provide excellent customer service.
- Guides and directs students to appropriate resources and services to support student needs and concerns.
- Updates student usage and financial data on excel spreadsheets on a weekly basis.
- Provides additional administrative support and front desk responsibility for Financial Aid staff.

Lead Receptionist Sept. 2010- July 2012

Hair Salon, Newbury Park, CA

- Trained and collaborated with supporting receptionists weekly on various office practices.
- Scheduled appointments through interaction with clients whilst maintaining calendar organization.
- Monitored and logged daily payments and consolidated data weekly.

CAMPUS INVOLVMENT

Finance Chair, Green Club, CSU Channel Islands Sept. 2012- Present
Member, Residential Housing Education, CSU Channel Islands Sept. 2011- Present

Jon Doe
(805) 987-6543
jond@aol.com

SUMMARY OF QUALIFICATIONS:

- 3+ years of experience working with individuals with disabilities and diverse populations
- Experience applying appropriate forms of communication and ABA therapy
- Ability to record and report complex client notes and data using Excel
- Skilled in motivating and developing short and long-term goals with clients

EDUCATION

Bachelor of Arts in Liberal Studies with Emphasis in Special Education, May 2016
CSU Channel Islands, Camarillo, CA

PROFESSIONAL EXPERIENCE

Developing Client Intervention

- Facilitates goal setting in academics and helps tutoring clients follow through to reach the set goals in order to build confidence and enjoyment in learning environments
- Motivates children to complete all homework and studying to the best of their abilities
- Collaborates with tutoring colleagues to share teaching methods and best practices for each individual child and their learning needs

Special Education Knowledge

- Assisted elementary school child with an autism spectrum disorder with performing functional life skills
- Observed behavioral therapy sessions and implemented ABA practices into one-on-one caretaking sessions
- Demonstrates sound judgment and communicates clearly to perform appropriate interventions when necessary

Data Entry, Reporting, and Presentation

- Reports successes, progress, and areas of necessary additional help to parents after weekly tutoring sessions
- Researched and presented on characteristics and forms of diagnosis for individuals with autism spectrum disorders
- Developed Excel data entry method to track students' achievements during tutoring sessions

WORK HISTORY

Tutor, Teach Me!, Camarillo, CA
Caretaker, Private Caretaking, Newbury Park, CA

June 2012- Present
Feb. 2011- July 2012

COURSE WORK

EDUC 101- Introductory Education Environments
SPED 315- Individuals in Society with Disabilities
PSY 320- Child Development

Jim Bob

jbob@gmail.com
(805) 234- 5555

SUMMARY OF QUALIFICATIONS

- Proven ability to network and build relationships with employers and community members
- Confident in presenting and utilizing public speaking experience and knowledge
- Proficient in clerical skills such as working with Microsoft Office, using modern office equipment, and displaying proper phone and email etiquette
- Knowledge of social media websites, such as LinkedIn and Facebook, specifically as marketing tools

EDUCATION

Bachelor of Arts in Communication; May 2015

CSU Channel Islands, Camarillo, CA

EMPLOYMENT HISTORY

Career Resource Assistant, CSU Channel Islands, Camarillo, CA

Aug. 2011- Present

Marketing and Recruitment

- Contacts and markets on- campus recruitment opportunities for employers to attend and sponsor events
- Assists in marketing on social media portals through finding relevant articles to post and posting upcoming event flyers
- Networks and builds relationships with local employers during various events such as mock interviews and employer panels

Event Planning

- Co-plans large- scale events, such as the Career Fair, through collaboration with colleagues, marketing assistant, and various vendors
- Recruit volunteers and delegate various tasks in order to have continuous organization and work flow the day of each event

Chapter President, Sorority, Camarillo, CA

Aug. 2011- June 2012

Communication

- Planned and facilitated weekly chapter meetings to keep consistent flow of information and organization through all members
- Reported organization's progress and development to Dean of Students through personal meetings and email communication
- Mentored individual members in order to build a sense of community and develop future leaders

COMMUNITY INVOLVEMENT

COMM 101 Student Assistant, CSU Channel Islands, Camarillo, CA

Sept. 2011- May 2013

HONORS, AWARDS, & RECOGNITIONS

- First Place in Persuasive Speaking, 18th Annual Talkin' Dolphins Speech Tournament *April 2012*
- Third Place in Informative Speaking, 18th Annual Talking Dolphins Speech Tournament *April 2012*

Maria Jones

(818) 744-8549

maria.jones@gmail.com

SUMMARY

- Possess a wide variety of experience concerning biological and ecological study in terrestrial, floral, and marine life
- Conducted surveys, recorded, and collected data to identify natural species and recognize invasive types
- Responsible for policy-making decisions and recognized for leadership skills
- Involved in numerous projects regarding the education of ecological conservation.

EDUCATION

Bachelors of Arts in Biology with an Emphasis in Ecology, Evolution, and Organismal Biology, May 2014

California State University Channel Islands, Camarillo, CA

WORK EXPERIENCE

Vertebrate Surveyor Volunteer

Audubon Starr Ranch

Irvine, CA

May 2012-Present

- Responsible for habitat typing, measuring chemical variables, and the collection of aquatic invertebrates.
- Conducted Vertebrate sampling, netting, identifying all vertebrates (i.e. frogs, tadpoles, and fish) for stream analysis to document the number of California Tree Frogs present with extensive search for the endangered Arroyo Toad.
- Utilized Compass, GPS, and Topographical Map training, and Ornithological survey methods.

Marine and Terrestrial Mammal Rescue & Rehabilitation Volunteer

California Wildlife Center

Malibu, CA

January 2013-present

- Assisted with the rescue and rehabilitation of wounded wildlife from marine to terrestrial and juvenile species.
- Ability to lift heavy equipment and work in extreme weather conditions or temperatures with limited access to light/technology.
- Received basic training regarding the importance of exotic animal care to educate the public on proper wildlife and ecological conservation practices.

Water Quality & Stream Analyst Volunteer

Heal the Bay

Malibu Canyon, CA

October 2012-Now

- Direct experience with water quality testing instruments that identify conductivity, pH levels, and TDS
- Stream analysis, data collection, and wildlife count were conducted.

RESEARCH PROJECTS

Survey Count for the Endangered Arroyo Toad

Audubon, Starr Ranch Conservancy

Rancho Santa Margarita, CA

May 2012-Present

- Researched vertebrate counts for the Arroyo Toad ranging in age identification from tadpole/juvenile to metamorphic stage.

RELEVANT COURSEWORK

Botany, Plant Ecology, Environmental Science, Wildlife Ecology, Ornithology, Population Biology, Conservation Biology, Chemistry, Principles of Biology, Genetics, and extensive laboratory hours pertaining to each of the listed courses.

Jonathan Smith

(805) 299-5698

SUMMARY OF QUALIFICATIONS

- 3+ years of management experience supervising staff and business operations.
- Skilled in delegating responsibility and management of 25+ team members
- Effective planner and organizer of highly complex online and face-to-face reservation systems
- Knowledgeable in store operations, training, financial reporting and inventory maintenance.

EDUCATION

Bachelor of Arts in Psychology

May 2012

California State University Channel Islands, Camarillo, CA

WORK EXPERIENCE

First Assistant Manager

January 2012-Present

Restaurant, Ventura, CA

- Responsible for the compliance of OSHA, labor laws, health and safety codes, company safety and security procedures
- Reviews financial reports and communicates with the store and regional managers regarding store operations
- Recruits, interviews, and hires team members, conducts performance appraisals
- Mentor, motivate and train entire team to meet store goals and facilitate assistant management training and development

Second Assistant Manager

Sept 2010-January 2012

Restaurant, Ventura, CA

- Manage all front-of-house operations including supervision of staff and customer satisfaction
- Controls day to day operations by scheduling labor, maintaining inventory, ordering food and supplies, counting and depositing money, and developing the restaurant team

Team Member

June 2008-Sept 2010

Restaurant, Ventura, CA

- Increased sales to meet and exceed store goals through strategic marketing and community involvement
- Demonstrated strong communication skills by greeting customers in a professional and friendly manner
- Took customer orders, served food, and collected payment in a timely fashion