

First & Last Name

City, State | Phone Number | Professional Email Account | LinkedIn URL

List highest level of education.

Be sure to proof-read multiple times & have it reviewed.

EDUCATION

California University - Moreno Valley, California
 List your degree completely Month/Year
 Name of High School Month/Year
 You may include your GPA if it was above a 3.5 and any honors that an employer should know

EXPERIENCE

Name of Organization City, State Month/Year - Month/Year
 Your Position Title

- Beginning with your most recent position, describe your accomplishments and resulting outcomes in bullet form
- Begin each bullet point with an action verb in the proper tense and include information that your future employer should know
- Do not use pronouns (I, my). Each line should be a phrase rather than a full sentence

Make sure spacing is consistent.

Name of Organization City, State Month/Year - Month/Year
 Your Position Title

- Continue in reverse chronological order and describe your experience in each entry
- Do not repeat verbs or key phrases that you stated in any other positions
- Stick to 3-4 bullets per position. The older and less relevant the position is, the less bullet points you need

Do not list the physical address or your supervisor's name on a resume.

Skills need to be backed up! If not, remove from your resume. Think of attributes that will give you an edge above the other applicants.

LEADERSHIP AND ACTIVITIES

Organization City, State Month/Year - Month/Year
 Your Role

- This section should be modeled after the Experience Section
- If you choose not to use Leadership and Activities, consider Community Service or Volunteer headings

Keep your resume current and updated.

SKILLS (OPTIONAL)

Technical Skills: List any computer software and programming skills you may have
 Language: List any foreign languages you speak

*** A reference list should be included as a separate document ***

First Name, Last Name

City, State • Phone Number • Professional Email Account • Personalized LinkedIn URL

Summary

A determined student who is actively pursuing an internship to further develop higher professionalism and expand knowledge in the accounting field. Experience in fast-paced environments, financial processes, and is driven to serve others.

Education

California Baptist University, Riverside, CA
BACHELOR OF SCIENCE IN ACCOUNTING May 2018
Minor in Financial Planning
GPA: 3.75

Work Experience

Admissions Intern

California Baptist University, Riverside, CA September 2015 - Present

- Conducted tours of the university providing detailed descriptions of select offices
- Connected hosts to on-campus opportunities and to other students
- Promoted the university to other companies and schools
- Actively communicated with possible new students to increase student ratios

Summer Accounting Intern

CPA, Moreno Valley, CA May 2014 - August 2015

- Organized and tracked accounts receivable and payable
- Entered financial transactions and set up new accounts
- Collaborated with staff in the planning of internal reports

Bank Teller

Wells Fargo, Moreno Valley, CA May 2013 - May 2014

- Verified billing payments such as loans, mortgage, and utilities
- Processed cash withdrawals and validated cash and checks
- Performed satisfactory tasks for customers such as ordering new bank cards

Community Service

Animal Shelter, Moreno Valley, CA

December 2014 - Present

- Distributed food and water to all animals
- Assisted the overnight staff in the supervision of the shelter

Goodwill, Moreno Valley, CA

January 2012 - August 2015

- Built strong communities through outreach programming
- Oversaw the development staff and other volunteers when needed



NAME HERE

Graphic Designer

CONTACT

City, State
Phone Number
yourname@email.com
LinkedIn

DESIGN EMPHASIS

Adobe Creative Suite
Rapid Prototyping
Mac OSX, Windows
InDesign
Photography
Illustration

DESIGN EMPHASIS

3D Scanning
Typography
Illustration
Animation
Branding
Packaging

EDUCATION

Bachelor of Arts in Graphic Design & Digital Media

Projected Graduation 2020

Minor in Visual Design

California Baptist University

Riverside, CA

GPA: 3.65

EXPERIENCE

Media Works & Design - Design Intern

Moreno Valley, CA

December 2018 - Present

- Assist senior designer with updating and formatting Fall 2018 catalog
- Create new interactive social media templates
- Meet weekly deadlines for banners & signage design for all in-house events

CAVAD Design Club – Co-Founder

Moreno Valley, CA

September 2017 – Present

- Successfully co-founded design club to promote the arts on campus
- Plan, design, and host 4 student art exhibits annually
- Produce animation short films for student associated clubs

DESIGN AWARDS & EXHIBITIONS

Inland Empire Addy Award

2017

Riverside Art Walk – First Place

2016

First Name & Last Name

City, State • Phone Number • name@email.com • www.LinkedinUrl.com

SUMMARY

Detail-oriented and highly motivated individual with both leadership and administrative experience seeking a healthcare analyst position in a flourishing hospital environment.

EDUCATION

California Baptist University, Riverside, CA

Anticipated May 2020

BACHELOR OF SCIENCE IN Healthcare Administration
Minor in Business Administration

PROFESSIONAL EXPERIENCE

Kaiser Permanente, Moreno Valley, CA

May 2014 - Present

Medical Office Coordinator

- Deliver excellent customer service in a medical institution and ensure all patients are well attended
- Provide support for client intake, registration and scheduling functions
- Maintain and operated the electronic health records and billing system
- Ensure insurance coverage is accurate and up to date for patients
- Answer patients' queries regarding their insurance renewal and expiry

City of Moreno Valley, Moreno Valley, CA

June 2012 - May 2014

Senior Community Services Assistant

- Oversaw and coordinated social senior programs by recruiting instructors, volunteers and ensuring that they have all necessary supplies to conduct their activities
- Supervised volunteer program at Fontana Community Senior Center
- Assisted in the scheduling and supervision of a staff made up of approximately 25-30 people

LEADERSHIP ACTIVITIES

California Baptist University, Riverside, CA

August 2015 - May 2016

Resident Advisor

- Participated in new student orientation that included over 2,000 new students
- Developed and maintained strong sense of residential community
- Planned and carried out community events which bolstered student activities on campus
- Enforced university regulations and policies while still maintaining positive and trustworthy relationships with the residents

FIRST & LAST NAME

City, State • Phone Number • name@email.com • www.LinkedInUrl.com

EDUCATION

Master of Science in Industrial-Organizational Psychology Expected May 2020
California Baptist University - Riverside, CA

Bachelor of Science in Behavioral Science May 2015
California Baptist University - Riverside, CA

- Magna Cum Laude
- Four-year academic scholarship

EXPERIENCE

Human Resource Analyst July 2015 - Present
Amazon – Moreno Valley, CA

- Facilitate the creation and implementation of HR programs
- Research and analyze personnel data and prepare reports for management
- Manage execution of onboarding and development programs

Site Coordinator June 2014 - July 2015
Think Together – Moreno Valley, CA

- Created an engaging environment that fosters a sense of belonging that kids want to be a part of
- Trained program leaders; managed daily attendance sheets; coordinated events to assist in the retention of students

Residence Hall Advisor August 2013 - May 2014
California Baptist University Residence Halls - Riverside, CA

- Monitored resident adherence to university policies and procedures
- Arranged hall events and activities to build rapport within the living area
- Mediated and assisted in resolving resident grievances

HONORS AND AWARDS

District Service Specialist of the Year March 2016
Riverside Department of Juvenile Services

Readers' Choice Award October 2015
Home and Hearth Magazine, Short Story Competition

First & Last Name

City, State • Phone

youremail@gmail.com • [LinkedInurl.com/in/personalized](https://www.linkedin.com/in/personalized)

EDUCATION

California Baptist University Riverside, CA

May 2019

Bachelor of Science in Computer Science

Emphasis: *Systems Programming*

Cumulative GPA: **3.89**

TECHNICAL SKILLS AND OPERATING SYSTEMS

- C++ • Java • Unix • Windows • Mac
- MS Visual Studio • CAD • JMP • Dreamweaver

WORK EXPERIENCE

Southern California Edison, Riverside, CA

June 2015 - Present

Systems Intern

- Evaluate & implement security software programs, decreasing department viruses
- Develop & construct web – based applications to improve interfaces & increase traffic
- Assess automated information systems to determine user feasibility

California Baptist University, Riverside, CA

August 2014 - June 2016

IT Student Assistant

- Assisted with implementation of new web interfaces
- Provided on call technical support for all campus departments
- Tested and programmed integrated circuit boards

ENGINEERING PROJECT

California Baptist University, Riverside, CA

March 2015 - May 2015

Digital Circuit Design Lead

- Designed and implemented digital logic circuits
- Programmed in AHDL in conjunction with the Altera 610 EPLD
- Verified all integrated circuits

VOLUNTEER AND LEADERSHIP EXPERIENCE

Valley View High School, Moreno Valley, CA

January 2014 – Present

Tutoring Supervisor

- Responsible for supervising, managing & training a team of 15 tutors for high school students
- Coordinate & lead weekly meetings to discuss areas of improvement
- Serve as a liaison between staff, students & tutors that resulted in more effective conflict-resolution

First & Last Name

City, State | Phone Number | name@email.com | LinkedIn URL

EDUCATION

California Baptist University, Riverside, CA Expected Graduation May 2020
Bachelor of Arts in Political Science, Concentration in Pre-Law
GPA: 3.8 • Pre-Law Society, Vice President • Member of Speech and Debate Team

EXPERIENCE

Attorney Law Office, Moreno Valley, CA August 2016 - Present

Office Assistant

- Draft letters and communicate with clientele and business contacts
- Maintain clerical excellence through prompt, friendly customer service and organization

Economic Development Department, Moreno Valley, CA May 2016 - July 2017

Intern

- Researches and compiles data for specialized reports and records; ensures data accuracy; compiles and prepares reports
- Assist in the coordination of programs and events such as conferences, trade shows, briefings, tours and meetings

CAMPUS INVOLVEMENT

California Baptist University, Riverside, CA August 2015 - Present

Vice President, Pre-Law Society

- Create monthly meeting agendas to organize collaborative, innovative efforts
- Construct and develop varying methodology for LSAT preparation

Moreno Valley Community College, Moreno Valley, CA January 2014 - August 2017

Member, Speech and Debate Team

- Facilitated debates and club discussions on various current issues
- Awarded "Top Novice Speaker in Informative Speaking and Persuasive Speaking"

VOLUNTEER EXPERIENCE

Family Service Association, Moreno Valley, CA October 2012 - Present

Salvation Army, Moreno Valley, CA November 2014

Think Together, Moreno Valley, CA June 2012 - February 2013

LANGUAGE SKILLS

Spanish: Fluent proficiency in speech, reading and writing

French: Basic competence in speech, reading and writing

First & Last Name

City, State • Phone Number • name@email.com • [LinkedIn.url.com/in/personalized](https://www.linkedin.com/in/personalized)

To obtain a nursing position and to provide the healthcare team with quality, holistic healthcare for patients physically, emotionally, and spiritually.

EDUCATION

Bachelor of Science in Nursing

Projected Graduation May 2021

California Baptist University School of Nursing, Riverside, CA

GPA: 3.88 • Cum Laude • Dean's Academic Scholarship

CERTIFICATIONS

- BLS (CPR & AED)
- ACLS
- ECG & Pharmacology
- Introduction to Critical Care Nursing
- Adult Rhythm
- Pediatric Rhythm
- Acute Stroke Care
- Advanced IV Therapy
- Wound Care Prevention
- SPHERE Disaster Training

PROFESSIONAL EXPERIENCE

Nurse Assistant – Per Diem

Nov. 2014 – Current

Riverside Regional Medical Center, Moreno Valley, CA

- Provide high quality patient care within the acute-care, med-surgical and correctional setting.
- Preserve patient dignity and uphold well-being by assisting with activities of daily living.
- Monitor patient status as well as vital signs and record on patient chart.

Server

Aug. 2013 – Aug. 2016

Sizzler Restaurant, Moreno Valley, CA

- Maintained knowledge of current menu items such as ingredients, garnishes, and preparation.
- Delivered friendly and efficient service to ensure a pleasurable dining experience.

CLINICAL EXPERIENCE

Riverside Community Hospital

90 hours

Jan. 2015 – Dec. 2015

- Medical-surgical Unit

Patton State Hospital

135 hours

Sept. 2014 – Dec. 2014

- Mental Health

Riverside Medical Center – Kaiser Permanente

90 hours

Jan. 2014 – Apr. 2014

- Intensive Care Unit

CROSS CULTURAL EXPERIENCE

International Service Project, South Asia

May 2016

- Provided first aid & medical assistance throughout remote villages.

First & Last Name

City, State

Phone Number

name@email.com

LinkedIn

EDUCATION

Riverside City College, Riverside, CA

Associate of Science in Automotive Technology
GPA: 3.6

January 2018

WORK EXPERIENCE

Moss Bros. Auto Group – Moreno Valley, CA

Automotive Tech

January 2019 - Present

- Change oil, oil filter, transmission flush and vehicle inspections
- Perform various repairs and maintenance which include: OBD II systems, brake components, tires, tune-ups, suspension components, aerial lifts, electrical systems, State Safety Inspections, interior/exterior components, engine and drive line components
- Provide custom equipment when needed by engaging in equipment design and moderate fabrication tasks including welding

Collision Repair Center – Moreno Valley, CA

Auto Body Repair Technician

May 2018 - December 2018

- Expedited to repair heavy frame damaged, sectioning panel, removed and replaced quarter panel
- Applied body filler and preformed bodywork
- Disassembled and reassembled vehicle in a clean and organized manner

QUALIFICATIONS AND / OR CERTIFICATES

Riverside County Office of Education

American Welding Society Certificate

February 2018

First and Last Name

City, State | (951) 413 – 3920 | name@email.com | [linkedin.com/yourname/](https://www.linkedin.com/yourname/)

Education

Moreno Valley College (MVC), Moreno Valley, CA June 2016
Associate of Arts in Business

Moreno Valley College October 2016
Business Administration Program
- Clerical certificate

Experience

Attorney Law Office, Moreno Valley, CA,
Office Assistant January 2018 – Present

- Draft letters and communicate with clientele and business contacts
- Maintain clerical excellence through prompt, friendly customer service and organization

Moreno Valley Unified School District, Moreno Valley, CA
Intern October 2017 – December 2017

- Developed scholarly article outlines for grant development projects
- Collected research for grants and information that generated ideas about what to include in writing process of a grants application
- Drafted letters & bibliographies
- Balanced the budget and formulated charts

Leadership Experience

Speech and Debate Team, Moreno Valley College, Moreno Valley, CA
Bookkeeper January 2017 - August 2017

- Maintained record of financial and statistical records
- Facilitated debates and club discussions on various current issues

Skills

Software: Microsoft Word, Excel, One Note and Outlook

Spanish: Fluent proficiency in speech, reading and writing

First & Last Name
City, State
Contact Number | E-Mail | LinkedIn

SUMMARY

Coordinate patient care, educate patients and the public about various health conditions, provide advice and emotional support to patients and their family members.

EDUCATION

California State University of San Bernardino
Bachelor of Science in Nursing
GPA: 3.8

June 2018

PROFESSIONAL EXPERIENCE

Nurse Assistant – Per Diem

Nov. 2018 – Current

Kaiser Permanente, Moreno Valley, CA

- Provide high quality patient care within the acute-care, med-surgical and correctional setting
- Preserve patient dignity and uphold well-being by assisting with activities of daily living
- Monitor patient status as well as vital signs and record on patient chart

Kaiser Permanente, Moreno Valley, CA

May 2017 – February 2018

Medical Office Intern

- Provide support for client intake, registration and scheduling functions
- Maintain and operated the electronic health records and billing system
- Ensure insurance coverage is accurate and up to date for patients
- Answer patients' queries regarding their insurance renewal and expiry

KEY SKILLS

- Communication & interpersonal skills
- Infection control
- Team Player
- Leadership skills in clinical setting
- Technical skills

CERTIFICATIONS

- BLS (CPR & AED)
- Certified Medical Assistant – May 2017
- Certified Phlebotomist – December 2017

AWARDS

- Excellence in Leadership Award – June 2019
- Employee of the Month – Kaiser Permanente – January 2019

First and Last Name

City, State

Cell Phone

name@email.com | LinkedIn URL

Skills

Inventory Management
Heavy Machinery Operation
Safety Management

Education

Moreno Valley High School, Moreno Valley, CA
High School Diploma

June 2018

Experience

Forklift Driver

June 2019 – Present

Skechers, Moreno Valley, CA

- Experience with driving the Reach Truck, Order Picker, Turret and Sit-Down
- Perform putaways, consolidations and order pulling
- Ability to identify high and ties
- Capable of lift/move/push/pull up to 50lbs constantly

Warehouse Team

December 2018 – May 2019

Amazon, Moreno Valley, CA

- Responsible for performing an array of duties such as receiving and processing incoming stock and materials
- Receive and track shipments
- Embarked merchandise in delivery trucks using appropriate tools
- Tagged and labeled merchandise
- Entered data in inventory and logistics software programs

Licenses and Certificates

AAA Forklift, Riverside, CA

Forklift Certificate

October 2018

First & Last Name
City, State
Phone Number | Email | LinkedIn

Objective

To obtain the sales associate position and expand my customer service abilities with a successful retailer.

Education

Moreno Valley College, Moreno Valley, CA
Associate of Arts in Business

June 2017

Experience

Express

Moreno Valley, CA

Sales Associate

May 2018 - Present

- Enhance Express' reputation for excellent customer service by building rapport with new and loyal customers
- Recognized for increasing sales by 10% from fiscal year 20XX-20XX in designer products by advising customers of the quality and customized fit
- Implemented a system to reduce loss by strategically placing displays and mirrors for increased visibility

Macy's

Moreno Valley, CA

Merchandising Associate

January 2015 - June 2017

- Developed and organized daily schedules for 10 staff members
- Oversaw and provided hands-on training to new employees in addition to creating individualized training manuals
- Executed marketing strategies and organizational sales that resulted in the rise of customer frequency in the store

Skills

Stock

Creating labels, placing orders on out-of-stock inventory, etc.

Bilingual

Spanish: Fluent proficiency in speech, reading and writing

First and Last Name

City, State | Phone Number | name@email.com | www.linkedin.com/in/customized

PROFILE

Strategic-minded professional with two years of experience in the fashion and sales industry. Proven ability to lead and exceed sales goals while building customer rapport and executing marketing strategies. Currently seeking to apply relevant leadership skills and educational background to the field of business marketing and management.

EDUCATION

California Baptist University, Riverside, CA
Master of Business Administration
Minor – Management

Riverside, CA
Anticipated April 2021

Bachelor of Science in Business Administration
Minor - Marketing

April 2019

EXPERIENCE

Express

Moreno Valley, CA

Sales Associate

July 2018 - Present

- Enhance Express' reputation for excellent customer service by building rapport with new and loyal customers
- Recognized for increasing sales by 10% from fiscal year 2018 - 2019 in designer products by advising customers of the quality and customized fit
- Implemented a system to reduce loss by strategically placing displays and mirrors for increased visibility

Macy's

Moreno Valley, CA

Merchandising Intern

January 2016 - June 2018

- Developed and organized daily schedules for 10 staff members
- Oversaw and provided hands-on training to new employees in addition to creating individualized training manuals
- Executed marketing strategies and organizational sales that resulted in the rise of customer frequency in the store

LEADERSHIP INVOLVEMENT

California Baptist University, Riverside, CA

Riverside, CA

Treasurer – Fashion Club

August 2016 - May 2017

- Facilitated in the planning, maintaining and overseeing of the annual budget
- Attended and scheduled bi-monthly club meetings for 20+ student members
- Collaborated with fellow officers to create successful fundraising events with over \$50,000 raised

12625 Frederick Street Suite K-3, Moreno Valley, CA 92553 | 951.413.3920 | berc@moval.org

Courtesy of

FIRST & LAST NAME

City, State | Phone Number | name@email.com | www.linkedinurl.com

SUMMARY OF QUALIFICATIONS

Energetic and enthusiastic coach, passionate about the game of baseball and encouraging athleticism in today's youth. Competitive team player with over 16 years of experience playing baseball, two years of experience coaching and five years of experience as an umpire. Has a developed understanding of strength and athletic training.

EDUCATION

BACHELOR OF SCIENCE IN KINESIOLOGY Anticipated May 2020
California Baptist University, Riverside, CA
Minor: Sports Management
GPA: 3.82

RELEVANT EXPERIENCE

Varsity Men's Baseball Coach September 2015 - Present

Vista de Lago High School, Moreno Valley, CA

- Facilitate daily batting, catching and running of practices to ensure maximal effort
- Create strength training drills which improves the overall success of the team
- Collaborate with Athletic Director and High School Administration to ensure CIF compliance and sportsmanship

Division II Baseball Team Member September 2014 - Present

California Baptist University, Riverside, CA

- Competed as team's first basemen during collegiate games and tournaments
- 2015 Conference Player of the Year for outstanding fielding
- Served as the team's co-captain for exceptional leadership on and off the field

Varsity Men's Baseball Assistant Coach September 2015 - May 2016

Canyon Springs High School, Moreno Valley, CA

- Acted as the batting and first base coach working specifically in agility training
- Responsible for weight training programming and overseeing players' nutrition regimens

VOLUNTEER EXPERIENCE

Adopt-A-Block Outreach Volunteer June 2015 - Present

Moreno Valley Morning Rotary Club, Moreno Valley, CA

- Travel to local communities to enhance the community environment
- Bring supplies for outdoor games to encourage children to interact with their neighbors
- Partner with different vendors to supply communities with food and necessities

12625 Frederick Street Suite K-3, Moreno Valley, CA 92553 | 951.413.3920 | berc@moval.org

Courtesy of

First & Last Name

City, State • Phone Number • name@email.com • [Linkedin.com/in/personalized](https://www.linkedin.com/in/personalized)

SUMMARY

A culturally-minded leader with over four years of experience working directly with children and one year of teaching experience within the classroom setting. Eager to contribute relevant, cross-cultural and educational experience to an academic environment as an elementary school teacher.

EDUCATION

California Baptist University, Riverside, CA

BACHELOR OF ARTS IN LIBERAL STUDIES

Anticipated May 2021

- Teachers' Club Member
- Presidential Scholarship Recipient

WORK EXPERIENCE

Midland Elementary School, Moreno Valley, CA

June 2015 – Present

TEACHER'S AIDE

- Reinforce the instruction that is taught to the class while being available to answer individual questions
- Create and conduct weekly lessons and activities to a 3rd grade class of 22 students
- Record daily attendance and activity participation in order to report to parents

Valley View High School, Moreno Valley, CA

July 2014 – August 2016

LEAD COUNSELOR

- Welcomed and oversaw a group of 16 high school aged exchange students from China
- Traveled with students to landmarks in California such as Disneyland, Santa Monica Beach, and UCLA
- Familiarized students with American traditions such as manners and body language

California Baptist University, Riverside, CA

September 2015 – April 2016

NOTE TAKER

- Attended select classes for an individual with a disability in order to take lecture and webinar notes
- Scheduled debriefing sessions in order to help the student understand the notes on a weekly basis
- Maintained confidentiality while building rapport with student

COMMUNITY SERVICE

International Service Project - Philippines

June 2016

TEAM LEADER

- Led a mission trip of nine students for three weeks in the Philippines
- Partnered with the local orphanage in rebuilding their facilities

First & Last Name

City, State • Phone number • email • Personalized LinkedIn URL

Summary

An enthusiastic writer with a passion for research. Seeking to begin a career as an editorial assistant or enter into an entry-level position with a publishing firm, specializing in commercial non-fiction.

Education

Bachelor of Arts in English Literature, Minor in Journalism

California Baptist University, Riverside, CA

December 2019

GPA: 3.5

Experience

THINK Together, Moreno Valley, CA

May 2016 - Present

Program Leader

- Serve as a positive role model for children in the program through appropriate dress, speech, and attitude
- Promote positive interactions between volunteers & students in accordance with child safety guidelines
- Create an engaging environment that fosters a sense of belonging for children

Starbucks, Moreno Valley, CA

January 2013 – May 2016

Barista/Shift leader

- Delivered noteworthy customer service upon every transaction
- Maintained knowledge of current drink ingredients and preparations
- Managed quality control and production in brewing operations

Community Service

The Press-Enterprise, Riverside, CA

September 2014 – Present

Blog Manager, Writer

- Discover and write research while assigning articles of interests on a bi-weekly basis
- Research and report on a variety of topics, focusing on missions

Skills

- Computer: Microsoft Office and Excel
- Languages: Fluency in Spanish and conversational French