

Your Name

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EDUCATION

University of California, Berkeley
Master of Public Health

20XX

University of California, Berkeley
Bachelor of Arts in Sociology

20XX
GPA 3.65

RELEVANT COURSEWORK

Sociology of Poverty, Organizations and Social Institutions, Data Science for Social Impact, Research Design and Sociological Methods

FELLOWSHIPS & GRANTS

- Blue Shield of California Health Equity Fellowship 20XX
- Cal Alumni Association Achievement Award Program 20XX

RESEARCH EXPERIENCE

Research Apprentice - UC Berkeley Department of Sociology

Advisor: Dr. Jane Smith, Undergraduate Research Apprenticeship Program (URAP) 20XX-20XX

- Collaborated with a team to conduct data analysis in R and Excel to understand the impacts of green spaces on children living in urban areas
- Developed visualizations using Excel and infographics utilizing Canva to communicate research findings to diverse audiences
- Conducted literature review to gather research on green spaces impacts on children in global urban areas and craft written overview of research to present findings to lead researcher

PROFESSIONAL EXPERIENCE

Public Health Outreach Associate - Safe Passages, Oakland, CA 20XX-20XX

- Conducted outreach via in-person, email campaigns, and phone calls to educate communities in Oakland about health and social support resources
- Led workshops for K-12 students in groups of 10-30 students on health topics included mental health, environmental health, and stress management
- Worked with program manager to collect and analyze data in Excel and developed visualizations for program reports and grant proposals
- Interviewed community members about their health concerns and compiled a report to communicate trends

LEADERSHIP EXPERIENCE

Professional Development Coordinator - Berkeley Undergraduate Sociology Association 20XX-20XX

- Planned and implemented 3-4 professional development events with faculty, alumni, and industry professionals to help members explore diverse career pathways each semester
- Developed a survey using Qualtrics and analyze survey results to gather insights from members to understand professional development needs

Health Education Coordinator - Berkeley Student Cooperative

20XX-20XX

- Developed programs and services in partnership with Health Worker Coordinator and Health Workers to support member health needs
- Assessed the health needs of members through Google Form and determined programs and services that would best meet these needs

- Created a grant proposal and was awarded \$2,000 to provide specialized training around mental health resources and approaches to support members

Writing Tutor - UC Berkeley Student Learning Center 20XX-20XX

- Provided individual and group tutoring sessions to support in the development of writing skills
- Co-facilitated writing workshops with other tutors for groups of 10-20 students

COMMUNITY SERVICE

Volunteer - City of Oakland Community Gardening Program, Oakland, CA 20XX-Present

- Work with volunteers to maintain community gardens and organize gardening supplies each week

Coordinator - UC Berkeley Paws for Mental Health 20XX-20XX

- Planned events and tabling opportunities and mobilized volunteers to promote mental through canine companions for the UC Berkeley campus community

ADDITIONAL WORK EXPERIENCE

Assistant Store Manager - Starbucks, Concord, CA 20XX-20XX

- Coordinated training sessions for staff with store manager for 5 staff on a monthly basis on topics related to store operations and professional development
- Ensured health and safety of staff by adhering to company protocols and providing equipment and resources to staff
- Provided quality and attentive service to diverse customers and resolved any issues or complaints

PRESENTATIONS

Presentation Title

Minorities in Health, 20XX

- Presented research on the benefits of gardens and green spaces for low-income urban communities

PUBLICATIONS

Last Name, First Name. (20XX). Article Title. *Eleven: The Undergraduate Journal of Sociology*, Volume (Issue), Page range.

SKILLS

Technical Skills: R, Microsoft Office Suite (Word, Excel, and PowerPoint), Google Suite (Docs, Sheets, Slides), Qualtrics

Language Skills: Bilingual in Tagalog and English

** Please note that all sections are not required to include on a CV. Choose the sections that make sense to communicate your experiences and skills.*

*** Use the citation structure (APA, MLA, etc.) that is appropriate for your discipline for presentations and publications.*