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**Name Here**

Phone Number ▪ Email

## EDUCATION

**University Name** City, State  
**Degree Name, Major** Expected Graduation June **YEAR**  
**Cumulative GPA:** (Include if above 3.0)  
**Academic Awards:** (Include if applicable)  
**Relevant Coursework:** (Include if applicable)

## EXPERIENCE

**Employer** City, State  
**Position** Start Date – End Date  
XX  
XX  
XX

**Employer** City, State  
**Position** Start Date – End Date  
XX  
XX  
XX

**Employer** City, State  
**Position** Start Date – End Date  
XX  
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**Employer** City, State  
**Position** Start Date – End Date  
XX  
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XX

**Employer** City, State  
**Position** Start Date – End Date  
XX  
XX  
XX

## ADDITIONAL INFORMATION

**Skills:** XX, XX,XX  
**Certifications:** XX  
**Awards:** XX  
**Interests:** XX

# Mickey Mouse

Los Angeles, CA 90024 ▪ (425) 999-0189 ▪ mickeymouse@gmail.com

## EDUCATION

### UCLA

*Econ and Pub Aff*

*Cumulative GPA: 3.8*

Los Angeles, CA

June 2023

## LEADERSHIP EXPERIENCE

### Undergraduate Business Society

#### Director

Los Angeles, CA

September 2022 - Present

- Largest business organization on campus
- Planned Jobs & Internship Fair and Business Showcase for lots of students
- Created a Career Development Workshop and Diversity in Business Panel

### UCLA Panhellenic

#### Vice President of Finance

Los Angeles, CA

April 2021 - Present

- Managed budget on behalf of the Panhellenic Council
- Create a scholarship fund for those who could not afford dues

### The Bruin Group

#### Consultant

Los Angeles, CA

March 2021 - Present

- Completed a training program to learn about the club
- Worked on a project for a business in Asia

### Bruins United

#### Internal Vice President Campaign Manager

Los Angeles, CA

March 2020 - June 2020

- Ran day to day campaign activities that helped the candidate get votes
- Organized a team that helped to execute the items that needed to be completed

## WORK EXPERIENCE

### Advize

Los Angeles, CA

#### UCLA Intern

January 2023 - Present

- Spoke with interviewers
- Coordinated schedules and reschedules
- Helped get people on the site

### Smartsheet

#### Solution Consultant Intern

Seattle, WA

June 2022 - Present

- Created a project prioritization tracker
- Made a larger internal template library for team members to use
- Designed a onboarding portal for new employees
- Worked with interns on an intern presentations

### Yarrow Point Town Hall

#### Clerk Department Intern

Bellevue, WA

June 2020 - September 2020

- Worked on Emergency Preparedness plan
- Responsible for getting people to sign up for town news

## ADDITIONAL INFORMATION

**Skills:** Proficient in Microsoft OS/Apple iOS and Microsoft/Adobe Products; Experience in R studio

**Certifications:** Wharton Financial Accounting, Wharton Strategic Marketing, Smartsheet Product

**Awards:** Deans List - Winter Quarter 2018, Spring Quarter 2018, Winter Quarter 2019, AP Scholar

**Interests:** Traveling, Politics, Starbucks, Yoga

## Mickey Mouse

Los Angeles, CA 90024 ▪ (425) 999-0189 ▪ mickeymouse@gmail.com

### EDUCATION

University of California, Los Angeles

Los Angeles, CA

*Bachelor of Arts, Double Major in Economics and Public Affairs*

Expected Graduation June 2023

- **Cumulative GPA:** 3.8 out of 4.0
- **Cumulative Major GPA:** 4.0 out of 4.0
- **Academic Awards:** Dean's List (Winter 2018, Spring 2018, Winter 2019, & Spring 2019), AP Scholar
- **Relevant Coursework:** Macroeconomics, Microeconomic Theory, Introduction to Empirical Research, Qualitative Methods

### LEADERSHIP EXPERIENCE

Undergraduate Business Society

Los Angeles, CA

*Director*

September 2022 - Present

- 1 of 13 total Directors for the largest business organization on campus, servicing over 5,000 undergraduate members
- Planned the Jobs & Internship Fair, the main source of revenue for UBS, with 92% more firms in attendance
- Pioneered a weekly Career Development workshop that provides 30+ students with one-on-one resume and interview prep
- Organized the annual Business Showcase in partnership with 20+ student organizations and the attendance of 100+ students
- Spearheaded the inaugural Diversity in Business Panel with 10 underrepresented alumni from Netflix & Accenture

UCLA Panhellenic

Los Angeles, CA

*Vice President of Finance*

April 2021 - Present

- Managed the \$200,000 budget by recording expenses and issuing dues for 13 Panhellenic chapters and 2,000+ women
- Founded a scholarship fund on behalf of the Panhellenic Council and finalized a budget process that reduced spending by 5%

The Bruin Group

Los Angeles, CA

*Consultant*

March 2021 - Present

- Accepted as 1 of 6 members in an application pool of 100+ to provide pro-bono advisory services for start-up businesses
- Completed a quarter-long training program that addressed market research tips, slide deck format, and deliverable strategies
- Conducted market research to craft an effective marketing plan for a start-up eCommerce gift delivery company in Asia

Bruins United

Los Angeles, CA

*Internal Vice President Campaign Manager*

March 2020 - June 2020

- Executed a grassroots effort that contacted 10,000+ voters via messaging, phone calls, door knocks, and in-person meetings
- Oversaw day-to-day activities and a staff of 60+ to formulate a campaign strategy that acquired 3,000+ student votes

### WORK EXPERIENCE

Advize

Los Angeles, CA

*UCLA Intern*

January 2023 - Present

- Conducted 75 Advize interviews with mid-career professionals across industries and roles, the largest number of any intern
- Coordinated all interviews including sending calendar invites, fielding questions, and scheduling and rescheduling as needed
- Engaged with 1000+ UCLA students to get additional students onto the platform improving access to quality career advice

Smartsheet

Seattle, WA

*Solution Consultant Intern*

June 2022 - Present

- Constructed a project prioritization tracker that calculated a priority score for 10 categories from 7,500+ data points
- Optimized and expanded the internal template library to include 25+ use cases to help team members meet 70% utilization
- Designed and launched an Onboarding and Resource Center Portal to include over 200 helpful links for over 40 members
- Identified and presented 10 "Red Flag Projects" to the 60+ person Sales Engineering team to improve scoping accuracy

Yarrow Point Town Hall

Bellevue, WA

*Clerk Department Intern*

June 2020 - September 2020

- Increased the number of Emergency Preparedness leaders by 175% and resident's subscribed to Town News by 15%
- Catalogued and digitized 3,000 permit records to create a digital platform for residents to access parcel documents

### ADDITIONAL INFORMATION

**Skills:** Proficient in Microsoft OS/Apple iOS and Microsoft/Adobe Products; Experience in R studio

**Certifications:** Wharton Financial Accounting, Wharton Strategic Marketing, Smartsheet Product

**Awards:** Deans List - Winter Quarter 2021, Spring Quarter 2022, Winter Quarter 2023, AP Scholar

**Interests:** Pickleball - USAPA member, Food Blog - Hangry Hannah, Orangetheory - HIIT Workout studio

# Shayne Walton

Los Angeles, CA 90066 ▪ (760) 310-3994 ▪ shayne.walton@teachforamerica.org

## EDUCATION

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**Relay Graduate School of Education**  
*Masters of Arts, Elementary Education*  
▪ *Cumulative GPA: 3.6*

**New York, NY**  
**June 2017 - June 2019**

**University of California, Los Angeles**  
*Bachelor of Arts, Political Science*  
▪ *Cumulative GPA: 3.5*

**Los Angeles, CA**  
**September 2014 - June 2017**

## EXPERIENCE

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### Advize

*Co-Founder and Chief Revenue Officer*  
Manage relationship building with career centers

**Los Angeles, CA**  
*April 2022 – Present*

- Support Interns
- Conduct interviews to ensure our product works for users

### Lakeshore Learning Materials

*Manager, Talent Acquisition*

**Los Angeles, CA**  
*October 2022 – Present*

- Train, develop, and manage a team of 4 full-time employees, each managing high-volume requisitions.
- Hire across every department, including Supply Chain, Distribution, Customer Service, Accounting, IT, Research Design & Development, and more.
- Create and document SOPs for the Talent Acquisition team to improve onboarding practices and improve the scalability of our team.

### Galileo Learning

*Director of Recruitment Strategy and Operations*

**Los Angeles, CA**  
*December 2021 – October 2022*

- Develop and implement targeted campaigns with job sites
- Plan and execute virtual events for prospective and hired candidates, including workshops.
- Collaborate cross-functionally to ensure exceptional candidate experience from initial outreach to hire.

### Teach For America

*Managing Director - University Recruitment*

**Los Angeles, CA**  
**June 2019 - Present**

Recruit at the top university in the country

- Look through our pipeline, determine strategies on how to reach out to each student, and what their motivations are for applying for Teach For America.
- Give classroom presentations at UCLA to promote our application and determine which students are interested.
- Lead a few campus ambassadors to support applicants through the application process.
- Host events per month with alumni, applicants, and prospects to build community

### Harlem Prep Elementary School

*3rd-5th Grade Science Teacher*

**New York, NY**  
**June 2017- June 2019**

- Instruct 3<sup>rd</sup>-5<sup>th</sup> grade scholars in a departmentalized elementary school system.
- Respond quickly to instructional and behavioral feedback with positive outcomes.

## Personal

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In my free time, I watch the Lakers games, eat California burritos, and read bad romantic comedy novels.

# Shayne Walton

Los Angeles, CA 90066 ▪ (760) 310-3994 ▪ shayne.walton@gmail.com

## EDUCATION

**Relay Graduate School of Education**  
*Masters of Arts, Elementary Education*

**New York, NY**  
**June 2017 - June 2019**

**University of California, Los Angeles**  
*Bachelor of Arts, Political Science*

**Los Angeles, CA**  
**September 2014 - June 2017**

## EXPERIENCE

### Advize

**Los Angeles, CA**  
*April 2022 – Present*

#### **Co-Founder & Chief Revenue Officer**

- Manage relationship building with career centers across 10+ colleges and recruiters across Fortune 500 companies.
- Train, develop, and manage a team of 4 part-time college interns who do 10-20 hours of work per week.
- Conduct 100+ research-based interviews to ensure our product aligns deeply with student and employer needs.
- Prepare all data inputs and visualizations to evaluate the success of the Spring 2023 beta launch.

### Lakeshore Learning Materials

**Los Angeles, CA**  
*October 2022 – Present*

#### **Manager, Talent Acquisition**

- Train, develop, and manage a team of 4 full-time employees, each managing high-volume requisitions.
- Hire across every department, including Supply Chain, Distribution, Customer Service, Accounting, IT, Research Design & Development, and more.
- Create and document SOPs for the Talent Acquisition team to improve onboarding practices and improve scalability.

### Galileo Learning

**Los Angeles, CA**  
*December 2021 – October 2022*

#### **Director of Recruitment Strategy and Operations**

- Develop and implement targeted, data-driven, diversity-focused campaigns with job sites such as: Indeed, ZipRecruiter, AppCast, Handshake, EdJoin, and AABHE. Campaigns reach 10-12 million prospective candidates annually with an annual budget of \$400,000.
- Build recruitment and selection team KPIs based on historical data, regional demographics, and local contexts. Conduct weekly analysis regarding progress to goal. Exceeded all benchmarks of success, including DEIB hiring - surpassing goals by 11%.
- Plan and execute 10+ virtual events for 5,000+ prospective and hired candidates, including workshops.
- Collaborate cross-functionally to ensure exceptional candidate experience from initial outreach to hire 2,000+ staff.
- Built out campus recruitment strategy and created a customer-service centered model to reach out to 10,000+ stakeholders.

### Teach For America

**Los Angeles, CA**  
**June 2019 - December 2021**

#### **Managing Director - University Recruitment**

- Coordinate year-long strategy to recruit 74 prospects to join TFA, goal was 53 (143% to EOY goal). 85% of recruits are people of color and 38.5% are leaders in student organizations.
- Create an effective strategy to ensure admitted prospects accept their offer. This strategy includes holding dinners yielding a 97% offer-acceptance rate for attendees, and strong communication with the regional partners.
- Identify top strengths and motivations of prospects achieving the highest met to apply rate of any recruiter who conducted 100+ meetings with a 42% met to apply rate. Average across our recruitment team is 27.4%.
- Lead a team of 5 undergraduate campus ambassadors each working 30+ hours/week to execute marketing strategies, early engagement, workshops, and dinners. Ambassadors completed 128 meetings (60+% of west coast total).

### Harlem Prep Elementary School

**New York, NY**  
**June 2017- June 2019**

#### **3rd-5th Grade Science Teacher**

- Instruct 210 3<sup>rd</sup>-5<sup>th</sup> grade scholars in a departmentalized elementary school system.
- Respond quickly to instructional and behavioral feedback with positive outcomes. Saw a 15% boost in science test scores after personalizing all lessons and including more readings.
- Achieved the highest success rate since 2012 with 87% of 4<sup>th</sup> grade students passing the science state test and 50% passing with advanced proficiency.

## PERSONAL

In my free time, I watch the Lakers games, eat California burritos, and read bad romantic comedy novels.