

YOUR NAME

City, State Zip Code | 123-456-7890 | yourname@berkeley.edu | linkedin.com/in/customizeurl

EDUCATION

University of California, Berkeley
Master of Arts in Education

May 20XX

San Francisco State University
Bachelor of Arts in Sociology

May 20XX

RELEVANT PROFESSIONAL EXPERIENCE

University of California, Berkeley, Berkeley, CA
Youth Development Specialist/Research Assistant

January 20XX – Present

- Plan and facilitate activities for groups of 20-25 students ages 14-18 to develop self-efficacy and confidence in 2-3 East Bay schools
- Collaborate with program director and 5 specialists to gather quantitative and qualitative data, conduct literature reviews, and perform assessments to evaluate program effectiveness
- Code qualitative data from student insights in SPSS and determine themes in student experiences and reported findings to program director
- Discuss challenges and share insights with program staff during weekly meetings

East Bay Youth Services, Oakland, CA
Program Coordinator

August 20XX – May 20XX

- Engaged with 20-25 high school students in groups to discuss college and career preparation topics such as major and career exploration, college applications, and scholarship research
- Hosted workshops for 40-50 parents to educate them about the college application process and financial resources to support higher education
- Partnered with schools administrators to coordinate logistics to implement workshops
- Collected survey feedback via Google Form to assess student and parent needs and satisfaction with workshops

San Francisco State University, San Francisco, CA
Program Coordinator, Office of Research and Sponsored Programs

June 20XX – July 20XX

- Collaborated with program directors and faculty to implement events, including orientation week activities, reaching 25-50 students per event
- Managed budget for student activities using Microsoft Excel and generated monthly budget reports for program directors
- Created and analyzed student experience surveys using Qualtrics and communicated key trends to program directors each semester

LEADERSHIP EXPERIENCE

UC Berkeley Graduate Division, Berkeley, CA
Diversity & Community Fellow

August 20XX – May 20XX

- Provide one-on-one advising to prospective and current UC Berkeley students to enhance the cultural, academic and professional experiences of historically underrepresented students
- Collaborate with Fellows and campus partners to plan and implement 8 programs for students focused on graduate school preparation and professional development opportunities

SKILLS

- **Technical Skills:** Proficient in Microsoft Office Suite, Google Suite, Qualtrics, Canva
- **Data Analysis Skills:** R, SPSS
- **Language Skills:** Bilingual in Spanish and English