

Baaaaaa Zzzzzzzz

9000 199th Street, San Francisco CA 99999

555-555-5555

youremail@berkeley.edu

EDUCATION

UC Berkeley Haas School of Business

Expected 2020

- BS, Business Administration concentration on Finance with GPA 3.6
- Selected for Jack Kent Cooke scholarship

Berkeley City College of San Diego

Graduated 2018

- Business Administration with completion of 18 honors credits of GPA 3.82
- Awarded Honors Recognition by San Diego county for serving the community
- Awarded permanent honors recognition from Alpha Beta Gamma and Alpha Beta Sigma by maintaining outstanding academics as well as serving community

LEADERSHIP

President: Alpha Beta Gamma, International Business Honors Society

2018-present

- Rebuilt association by identifying and resolving pre-existing issues
- Increased members from 10 to 120
- Removed club financial deficit by raising funds of \$1500 in a semester
- Impacted members by fostering supportive environment, such as inviting empowering guest speakers, implementing business competition and organizing volunteering events

Manager: Tax Assistance at Berkeley City College of San Diego

Feb.-Apr., 2018 & 19

- Certified as Tax Preparer by learning necessary material at Berkeley City College of San Diego
- Guided volunteers to be tax preparers increasing numbers from 4 in 2018 to 13 in 2019
- Hosted web conferences with IRS supervisors
- Publicized event through establishing up-to-date website as well as creating flyers
- Increased efficiency and effectiveness by growing number of completed client tax returns from 21 in 2018 to 137 in 2019.

Cashier and Receptionist: Honors Symposium of the Pacific

April 2017 & 18

- Documented cash flow from T-shirt sales and ensured 100% accuracy
- Guided visitors to participants' presentations

Member: Honors Sub-Committee at Reading City College of San Diego

2016-2017

- Offered ideas to enhance efficiency of the Honor Program

WORK EXPERIENCE

Administrative Assistant: Honors Program, College of the Pacific

2015 - 2016

- Utilized excel to organize honors professors' and students' profiles
- Facilitated communications between honor students and professors

Team Leader: City Impact

2015- 2016

- Supported team members to ensure teamwork to reach our goals of soliciting donations

ADDITIONAL INFORMATION

Languages: Native Cantonese and Mandarin speaker

Computer Skills: Proficient in Microsoft Word, Excel and PowerPoint

Interests: running, travelling, building community, novice golfer