

Sample Resume with Limited Experience

Ethan Parker

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EDUCATION

California State University, Chico Undeclared, First Year	May 2029
Hamilton High School (Hamilton City, CA) - 3.7 GPA High School Diploma	June 2025
• Awarded Student of the Month	February 2025

LANGUAGES

Bilingual (Spanish/English) – <i>Seal of Biliteracy</i>	June 2025
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EXPERIENCE

Babysitter , Private Family Hamilton City, CA	June 2022 - Present
- Facilitate expectations with multi-tasking skills for several children ages 4-10 - Showcase creativity when organizing engaging educational activities - Prepare nutritious snacks and maintain a safe and clean environment - Maintain clear communication with parents about children's progress or issues - Use problem-solving skills to handle unexpected situations with quick thinking	

COMMUNITY SERVICE AND ACTIVITIES

Gardener Volunteer , Unitarian Universalist Giving Garden (<i>16 hours</i>) Chico, CA	November 2024
- Partnered with faculty to collect various produce to provide for food pantries - Organized and bundled produce carefully into boxes to provide to students	
Alumni Career Day Participant , Hamilton High School Hamilton City, CA	February 2024
Networked with 16+ professionals to learn about industries of interest	
Food Server , Homeless Shelters (<i>12 hours</i>) Glenn County, CA	December 2023
Served and engaged with empathy to provide food to homeless in shelters	

SKILLS

Computer: Microsoft (Word, Excel, PowerPoint), Google (Slides, Sheets, Docs), Zoom
Social Media: Instagram, TikTok

Sample Resume

Camila Flores

Chico, CA · (530) 987-6543 · cflores@csuchico.edu

EDUCATION

California State University, Chico
Bachelor of Arts in Criminal Justice

May 2025

SOCIAL SERVICES EXPERIENCE

Paraprofessional, Safe Place, CSU, Chico

September 2024 - Present

- Provide confidential service to students, faculty and staff impacted by domestic/intimate partner violence
- Help to restore one's belonging while collaborating to build an equitable culture with empathy and empowerment
- Facilitate presentation, outreach, and tabling events to campus community to promote support services
- Coordinate and plan a variety of campus educational programs

Research Assistant, College of Behavioral & Social Sciences, CSU, Chico

August 2024 - Present

- Develop an understanding of Statistical Package for the Social Sciences (SPSS) software
- Collect data to produce, create, and explain graphs of the research findings
- Produce an empirical research abstract from findings while using data about politics, administration, and justice
- Collaborate with peers to produce and present findings at a research symposium

Domestic Violence Crisis Specialist, Catalyst, Chico, CA

January 2024 - December 2024

- Directed services to participants in housing program and drop in services
- Provided emotional and educational support with active listening skills to connect with participants
- Assisted participants and their families with entering and exiting into safety housing
- Organized and utilized resources in Butte County to support those who were seeking assistance through hotline
- Supported HAVEN participants by helping them connect with local services and community events

Tutor Volunteer, Community Action Volunteers in Education (CAVE), Chico, CA

January 2024 - May 2024

- Mentored and tutored middle school youth in all subjects
- Worked one-on-one with local school children who need help with specific subject matter

Peer Advisor/Peer Mentor, Woodland Community College, Williams, CA

Summers 2021, 2022

- Mentored low-income high school students in a college environment
- Guided students and families with academic policies, requirements, class selection, and educational opportunities
- Directed tutoring services, mentoring, and advising to high school students

ADDITIONAL EXPERIENCE

Retail Sales Associate, Torrid, Chico, CA

October 2021 - January 2024

- Identified customer needs and upsold to higher value products as often as possible
- Maintained a regular customer base and actively worked to develop lucrative new customer relationships
- Met all established sales goals regularly and frequently exceeded monthly sales goals by 5-10%
- Highly skilled in customer service and communicated effectively to clients regarding product details

ACTIVITIES

Education Opportunity Program: Received support service as first-generation college student

June - July 2020

Made in Chico: Gained retail experience by selling local art and goods to the community

June - July 2019

Chico Make a Difference Day: Volunteered to clean and restore local municipal park by removing trash

July 2019

Upward Bound: Gateway program for low income and first gen. high school students

September 2016 - May 2019

Sample Resume

Rae Rivers

(916) 123-3114 • RaeRivers@gmail.com • LinkedIn: Rae Rivers

EDUCATION

California State University, Chico **May 2023**
Bachelor of Science in Business Administration, Option in **Accounting**
Professional Accounting Certificate (**PAC**) - **CPA** Education Requirements Completed (150 units)

American River College **December 2019**
Associate Degree in Accounting

PROJECTS

California State University, Chico (Chico, CA)

Mindbridge AI – Department of Business: Auditing and Assurance **March 2023**

- Demonstrated knowledge of an emerging software to analyze and audit 30+ financial statements
- Formulated spreadsheets in Excel to organize data into easily manageable segments
- Created tasks with Mindbridge to resolve errors in the financial statements

ERP Simulation – Department of Business: Operations Management Course **April 2021**

- Coordinated with a small team to oversee the purchasing and production cycle of a bicycle company
- Utilized ERP software such as Oracle, NetSuite, and SAP to track scalable metrics for companies
- Produced the highest revenue in the class for the simulation

Created a Mock Business – Department of Business: Communication in Business **November 2020**

- Inquired about the local regulations and licenses required to begin a startup company
- Organized and executed a marketing campaign promoting the new business
- Developed communication skills by coordinating group meetings and presenting the business plan

CUSTOMER SERVICE EXPERIENCE

Dollar General, **Sales Associate / Stocker** (Folsom, CA) **April 2019 – May 2020**

- Stocked and replenished merchandise according to store merchandising layouts
- Assisted customers in finding items they were looking for or appropriate alternatives
- Kept the sales floor and warehouse clean so that the area was safe for employees and customers

99 Cents Store, **Cashier / Stocker** (Folsom, CA) **August 2016 – March 2019**

- Operated POS cash register, handling an average of 90 customers in a shift
- Provided excellent service to handle the various needs of customers
- Exhibited multitasking skills by simultaneously answering phone calls and checking out customers

CAMPUS ACTIVITIES

Phi Chi Theta, **Executive Director of Marketing** (CSU, Chico) **September 2021 – Present**

- Implement new marketing strategies and ideas to entice students and recruiters to attend fairs
- Assist 70+ companies and 150 recruiters during career fairs to ensure the events run smoothly
- Manage a \$2000 operating budget, expenses, and revenues for the fair

Sample Resume

Anne Morales

a.morales.11@gmail.com • (650) 323-0321 • www.linkedin.com/anne-morales

EDUCATION

California State University, Chico	May 2024
Bachelor of Science in Health Science Education	GPA: 3.8
Languages: German (Advanced), Spanish (Intermediate)	

ATHLETIC EXCELLENCE

CSU, Chico Women's Rugby Captain, Chico, CA August 2021 - May 2024

- Exercised strong leadership skills and practiced self-discipline on and off the field
- Reacted to complex game situations quickly and effectively
- Accepted constructive criticism from coaches and teammates to improve skills
- United and led 40 teammates on national and international competitive tours
- Successfully balanced athletic activities while managing demanding full-time academic schedule and a job

Accomplishments

Division I National Champions 2023 • Collegiate Women's All-American • Captain for two years • Coach's Award
 USA Rugby Olympic Development Training • Pacific Mountain Rugby Conference Most Outstanding Player • MVP

EXPERIENCE

Administrative Support Specialist, CSU, Chico Career Center, Chico, CA Aug 2022 - May 2024

- Greeted and ensured satisfaction of 150 on-campus recruiters and employers each year
- Guided students professionally through manuals and resources to further support their career development
- Led daily on-line job database demonstrations to inform students of on-campus and community jobs
- Maintained job database and assisted hundreds of employers to create accounts and advertise their job opportunities

Student Office Coordinator, Summer Orientation & New Student Programs, Chico, CA May 2023 - Aug 2023

- Provided excellent customer service to 5,000+ prospective students and their parents/guests
- Coordinated specific accommodations for parents/guests regarding payment, accessibility, general needs, etc.
- Exhibited exceptional critical thinking skills to answer questions and concerns of parents and guests
- Communicated with 45 different faculty, staff, and administration to coordinate daily meetings
- Troubleshoot problems with new website and participated in website improvement

Peer Advisor, Summer Orientation & New Student Programs, Chico, CA May 2022 - August 2022

- Advised 600 prospective students and parents regarding course requirements, policies and procedures
- Presented and conducted campus tours to groups of up to 100 attendees
- Solved various problems with professionalism and effective communication skills
- Achieved 100% attendance and punctuality

Soccer Instructor, Scotts Valley Parks & Recreation, Scotts Valley, CA June 2017 - August 2021

- Managed 40 children and multitasked with many children and parent interactions

INVOLVEMENT

Fire Educator, Chico Fire & Rescue, Chico, CA February 2022 - May 2023

- Collaborated with Chico Unified School District to develop fire education programs for local elementary schools
- Enhanced and developed leadership skills while assisting in expanding an existing program

Freshmen Leadership Opportunity, CSU, Chico, Chico, CA August 2021 - June 2022

- Selected out of 4,000 Chico freshmen to participate in a yearlong program promoting leadership

Legislative Affairs Committee, Associated Students, Chico, CA August 2021 - June 2022

- Challenged to make executive decisions based on policies that would best benefit the Chico community

VOLUNTEER

Classroom Aid, Hooker Oak Elementary School, Chico, CA March 2022 & 2023

- Assisted in school development at Hooker Oak Elementary School for 'Cats in the Community' event

Student Assistant, CSU, Chico, Chico, CA October 2021

- Participated in Up 'til Dawn for St. Jude Children's Research Hospital as a fundraiser for kids battling cancer

Sample Resume

Maria Martin

(909) 123-8765 | MariaMartin@gmail.com

EDUCATION

California State University, Chico

May 2024

Bachelor of Arts in **Multicultural and Gender Studies**, Minor in **Sociology**

LANGUAGES

- Bilingual (Spanish/English)

RELEVANT EXPERIENCE

Project Rebound | **Intern** - Chico, CA

January 2024 – Present

- Mentor formerly incarcerated students with academic, social, and financial support and resources
- Demonstrate initiative when creating a career guidance system to support students with their job search
- Research and develop resources to decrease academic barriers to provide for a successful college career

Chico State Career Center - Chico, CA

Student Service Coordinator

January 2022 – Present

- Provide excellent customer service to 4,000+ students and their parents or guardians
- Communicate with staff, administration, and company partners to provide aid with hiring services
- Train and supervise student assistants on processes and policies to maintain consistency in daily tasks
- Manage 5+ schedules with strong organizational skills to prevent conflict in appointments and use of space

Intern

January 2023 – May 2023

- Utilized PeopleSoft with attention to detail to manage student Handshake accounts
- Collaborated with our Events Coordinator and Director to plan and coordinate upcoming events
- Outreached and followed up with community members about job postings and hiring updates

The League | **Mentor** - Chico, CA

August 2023 – December 2023

- Mentored 15+ high school students of color about the college experience and higher education
- Facilitated group sessions about mental, emotional, and socio-economic challenges
- Worked one-on-one with students to explore college and major opportunities

Boys & Girls Club | **Youth Development Counselor** - Hamilton City, CA

October 2022 – February 2023

- Connected with staff and parents to recognize members for good work and address disciplinary issues
- Assisted in the planning and implementation of academic enrichment activities to support student learning
- Maintained all required paperwork to track programs, member participation, and grant documentation

ADDITIONAL EXPERIENCE

Barista

Bidwell Perk - Chico, CA

December 2020 – December 2021

Starbucks - San Bernardino, CA

October 2019 – August 2020

- Collaborated with store managers on the recruitment and hiring of baristas
- Served over 100+ customers daily while upselling new beverages and seasonal items
- Facilitated a team of 5 to achieve sales goals and create a comfortable environment
- Designed weekly schedules in Excel which led to a coordinated and organized business

INVOLVEMENT

Gear Up Club | **President** - San Bernardino, CA

August 2018 – June 2020

- Mentored and provided academic advising to students while following school policies and procedures
- Supervised a team of 30+ students and ensured a positive team environment

Sample Resume

Amir Davani

San Francisco Bay Area • 707-987-6543 • adavani@gmail.com

EDUCATION

California State University, Chico

December 2024

Bachelor of Science in **Mechanical Engineering**

Minor in **Advanced Manufacturing**: Option in **Applied Robotics**

EXPERIENCE

Project Engineering Intern, Silicon Valley Mechanical Inc. - Fremont, CA

Summers 2022/2023

- Analyzed cost estimates within proposals to verify quantities in addition to labor & material costs aligned within customer scope.
- Used Revit/CAD to create mechanical systems to build plans, to ensure efficient design towards new core and shell/TI buildings.
- Analyzed load estimates per customer RFI, updated building standards, and tonnage use for AC systems.
- Engaged in design reviews, project kickoff brainstorming, work-in-progress reports, and proactive problem-solving.

Robotics Engineering Intern, Lam Research Corporation - Fremont, CA

February 2021 - September 2021

- Optimized assembly of SCARA wafer pick-and-place custom robots, vacuum & atmospheric, for pilot factory transition.
- Included Lean Six Sigma waste reduction strategies to improve assembly workflow, reducing labor costs by over 40%.
- Contributed to robot firmware installs and electro-mechanical root-cause analysis to troubleshoot, reducing alarm logs.
- Used Lab View & accelerometer wafers to measure vibration and verify manufacturing quality prior to customer shipment.
- Designed Mitutoyo indicator mounts using CREO/CAD, ensuring DFM & GD&T ASME Y14.5 compliance.
- Fabricated fixtures using machine shop tools & verified dimensions using measuring tools like granite and 1-2-3-gauge blocks.

Design Engineering Intern, Innovate Project Solutions (IPS) - Fremont, CA

July 2020 - August 2020

- Developed valve specifications database for engineers to reference, leading to 50% productivity optimization per project.
- Strategized as a team to optimize AutoCAD drawing generation to develop detail library enhancing efficiency.

PROJECTS & EXTRACURRICULAR ACTIVITIES

Undergraduate Researcher, College of Engineering (CSU Chico) - Chico, CA

August 2023 - Present

- Found methods to identify degradation of nanomaterial scaffolds for use in bone tissue and organ regeneration.
- Design abstract characterizing PEGDA & PDMS via spectroscopy, accepted to be presented at 2024 MRS Seattle conference.
- Use FTIR, SEM, XRD, & Raman Spectroscopy to measure mechanical properties of nanomaterials after PBS solution contact.
- Generate hydrogel scaffolds for degradation testing, data collection, and analysis, to recognize effects of ductility & brittleness.

Cockpit Lead/Project Manager, Wildcat Racing (Formula SAE) - Chico, CA

August 2020 - Present

- Present financial analysis studies to design judges at Michigan FSAE competition & leading Q&A.
- Design steering wheel in SolidWorks/CAD and fabricated using carbon fiber as cockpit lead.
- Contribute to a structural equivalency spreadsheet ensuring designs complied with cockpit technical regulations.
- Manage expenditures of team members and generated cost reports accounting for overall car and specific project costs.
- Generate financial reports to ensure no risk and adequate buffer accounting for emergencies included in annual budget.

Design Engineer, 1:1 Bevel Gear Racecar - Chico, CA

October 2023 - December 2023

- Established design input requirements based on project objectives to ensure milestones are completed ahead of deadline.
- Used SolidWorks and GD&T ASME standards, designed wheel axle shaft & exterior body cover accounting for applied forces.
- Fabricated body using carbon fiber and baseline mold, ensuring even application of fiber layers & adequate cure time.
- Verified FEA simulation output of shaft enduring dynamic, and fatigue loads to ensure data points align with hand calculations.
- Designed electrical circuit using capacitors, resistors, converter, and 12V 100W ampflow motor ensuring maximum efficiency.

Robotics Engineer, FIRST Robotics Competition (FRC) Team - San Jose, CA

December 2018 - April 2019

- Applied pressure regulator inline robot pick-and-place gripper application, reducing sub-assembly downtime mis-picks by 35%.
- Improved designs on main gearbox sprocket ratio for speed optimization & maintenance countermeasures like lubrication.
- Designed polycarbonate component ensuring straight motion of ball output enhancing accuracy to hit target by over 60%.

ADDITIONAL EXPERIENCE

DJ/Club Promoter, Madison Bear Garden - Chico, CA

January 2022 - Present

- Collaborate with management to execute clever marketing strategies to boost weekday customer headcount by 20%.
- Lead brand awareness efforts by engaging with social media followers and coordinating event nights with staff team members.

ADDITIONAL KNOWLEDGE

Software: Inventor, Fusion, ClickUp, MATLAB, Arduino, Trane700, Trace3D, BlueBeam, FastPIPE. **Language:** Spanish-B2, Farsi-B2

Hands-On: Mill, Lathe, MIG Weld, 3D-print, Carbon Fiber & Fiber Glass. **Instrumentation:** Diffraction, Microscopy, Spectroscopy.

Sample Resume

Nicole Jenkins

Chico, CA | (916) 955-2675 | herika952@gmail.com

EDUCATION

California State University, Chico
 Bachelor of Arts in Media Arts
 Option in Production

December 2024
 GPA 3.1

Related Coursework:

- Advanced Video Editing
- Basic Web Design
- Commercial Photography & Digital Imaging
- Field Video Production
- Social Media Photography
- Technology & Communication

EXPERIENCE

Video Editor, Lava Blades
 Sacramento, CA

April 2024

- Managed end-to-end production, including filming, editing, and post-production, under tight deadlines
- Demonstrated proficiency in Premiere Pro to create engaging and professional-quality video
- Maintained open communication with the client and promptly addressed any adjustments as needed

Design Intern, Monster Design Co
 Fair Oaks, CA

May 2023 – June 2023

- Created, sketched and designed concepts for client projects and actively participated in brainstorming
- Produced video for clients incorporating elements and editing techniques to enhance engagement
- Provided input and ideas for design projects to contribute to the creative ideation processes

Server, Kupros Craft House
 Sacramento, CA

April 2021 – August 2023

- Responded promptly to individual customer requests and inquiries, providing excellent service
- Facilitated communication between kitchen and front-of-house teams to manage workflow
- Resolved issues related to orders creatively and professionally to ensure customer satisfaction
- Monitored inventory levels with attention to detail while communicating with staff to avoid shortages

AWARDS AND CERTIFICATES

LinkedIn Learning

Premiere Pro Essential Training
 Social Media Video for Business and Marketing

March 2024
March 2024

Dean's List

California State University, Chico

Spring – Fall 2023

SKILLS

- Premiere Pro
- Photoshop
- Pro Tools
- 4K Editing
- Blackmagic Cinema Camera
- AV Equipment
- Visual Storytelling
- Cinematography
- TikTok
- Instagram
- Facebook
- LinkedIn
- Canva
- Microsoft Office
- Google Workspace

Sample Resume for Creative Fields

MERCEDES JOHNSON

GAME DEVELOPMENT & PROJECT MANAGEMENT

(504) 481-5574 | mercjohnson@gmail.com | linkedin.com/in/mjohnson

EDUCATION

California State University, Chico December 2020
Bachelor of Science in Computer Animation & Game Development - Option in Game Development
 Minor in **Video Game Design**, Minor in **Project Management**

Palomar Community College May 2018
Certificate of Proficiency: Video Game Artist

EXPERIENCE

COMMUNITY OUTREACH COORDINATOR **CSU Chico, CAGD Department Chico, CA** August 2018 – Present
 - Document CAGD activities, operations. and projects to social media with custom-made content
 - Drive engagement to improve program's social footprint and manage department's online presence
 - Establish a clear process for community outreach as the first employee in the position

PRODUCER INTERN **Zynga San Diego, CA** May 2018 – August 2018
 - Assembled game design documents to organize the creative and technical direction for new IPs
 - Managed communications between team and central groups by running daily stand ups
 - Supported the team in all development needs from a production perspective
 - Optimized studio's game community to drive user engagement through community management
 - Developed experience in live ops and pre-production game development to complete multiple projects

CONCEPT ARTIST **Chico State Game Studios Chico, CA** January 2018 – May 2018
 - Created digital concepts for use of 3D and environment modelers in the PC title Project Resurrection
 - Drafted and finalized concept art for boss and enemy characters, as well as weapons and attire
 - Maintained and managed concept art pipeline, to integrate and update progress with studio documents

OPERATIONS CONSULTANT **Hitachi Solutions America, LTD. Chico, CA** January 2018 – May 2018
 - Analyzed internal processes and pain points of construction industry in a business operations internship
 - Performed business operations process review to develop a logic tree for use in change order process

COMMUNITY ART MODERATOR **Design By Humans Chico, CA** April 2017 – May 2018
 - Reviewed community submissions, ensuring all art meets copyright, content, and quality standards
 - Researched third party IP. ensuring original content and preservation of copyrights and trademarks

LEVEL 6 - COOK **In-N-Out Burger Irvine, CA** August 2011 – April 2017
 - Directed teams in busy environments and ran store operations to provide management support
 - Provided excellent and memorable customer service to ensure production of a quality products

PROFICIENCY

HANSOFT	MICROSOFT PROJECT
ADOBE AFTER EFFECTS	ADOBE PHOTOSHOP
SUBSTANCE PAINTER	AUTODESK MAYA
UNITY GAME ENGINE	GAME MAKER
GOOGLE DOCS/SHEETS	MICROSOFT OFFICE

ACTIVITIES

CLUB OFFICER Computer Graphics Club (CCC) 2018 – Present
 - Discuss game industry news on a weekly basis
 - Arrange game and animation jams for club members
CONFERENCE ASSOCIATE Game Developers Conference 2017
 - Volunteered for world's largest professional game industry event.

INTERESTS



GAMING



POSTCROSSING



COMICS



READING



ART

Sample Resume

Chen Xing

CXing@mail.csuchico.edu | 530-987-1234 | Chico, CA | linkedin.com/in/chen-xing

EDUCATION

California State University, Chico May 2022
Bachelor of Science in Chemistry, Minor in Physics **GPA 3.8**

London Metropolitan University – *USAC Study Abroad Program* (London, England) Jan - May 2020

- Recipient of the Chico State USAC STEM Scholarship
- Adapted to new environments while increasing cultural awareness by living with a host family

Languages: Bilingual (Spanish/English)

SCIENCE EXPERIENCE

Lawrence Livermore National Laboratory (Livermore, CA)

Materials Engineer Aug 2021 – Aug 2022

- Led multiple independent projects under the bio-engineering and advanced fabrication division
- Identified tumor morphology using Fiji ImageJ for the advancement of cancer research and 3D modeling
- Created clear written protocols and standardized procedures for lab-wide use
- Launched remote work set up on Amazon Workspace for a team of 15+

Materials Engineering Intern May 2021 – Aug 2021

- Executed experiments using cell culture, microscopy, immunohistochemistry in biosafety level 2 lab
- Presented findings as a professional speaker at a conference of 500+ participants
- Developed new methods using MATLAB, FIJI ImageJ, and multiple particle tracking to quantitatively measure the effects of microstructure on tumor evolution

Nanotech Energy Inc. **Research and Development Chemist** (Chico, CA) Jan 2022 – May 2022

- Optimized the production of silver nanowires and superglues for conduction
- Produced detailed written weekly reports on optimization progress
- Drafted and finalized protocols for research and development for fabrication of consumer products

Dept of Chemistry & Biochemistry **Supplemental Chemistry Instructor** (CSU, Chico) Aug 2021 – Dec 2021

- Trained students on analytical techniques with devices like SEM, spin-coating, UV-Vis, and fluorimetry
- Conducted research to support undergraduate chemistry curriculum regarding synthesis, characterization, & evaluation of Metal-Organic Frameworks for water decontamination

Buzzkill Labs **Research Assistant & Technical Intern** (Livermore, CA) June 2020 – Aug 2020

- Executed trials for the development of modernizing roadside drug and sobriety for law enforcement
- Assisted with data collection as a chemical technician to research a non-invasive, quality test
- Performed gas chromatography to analyze data, and designed lab equipment for specific field use

HARD SKILLS

Software:

FIJI ImageJ, Amazon Workspace, Microsoft Teams, Outlook, Excel, Word, PowerPoint, Google Drive, WebMO

Instrumentation:

Gas chromatography mass spectrometry (GC-MS), high performance liquid chromatography (HPLC), nuclear magnetic resonance spectrometer (NMR), scanning electron microscope (SEM), powder x-ray diffractometer (PXRD), confocal microscope, biosafety cabinet (BSC)