

YOUR NAME

Address City, State, Zip • Phone Number • Professional Email Address

SUMMARY OF QUALIFICATIONS

- Fluent in Spanish (reading, writing, speaking)
- Developed teamwork and leadership experience working in a student organization on campus
- Experience working with children, families in childcare/tutoring
- Proficient in Microsoft Office (Excel, Word, Power Point), social media (Facebook, Twitter, Youtube)
- Gained 18 months of client service skills, effective in working in fast-paced environments

EDUCATION

Bachelor of Arts in Psychology- GPA: 3.58
Minor in Human Development and Family Science
The University of North Texas- Denton, TX

Expected Graduation: Month/Year

Certifications/Licenses

- Certification Title Expires Month Year
- License Title Month Year – Present

RELEVANT EXPERIENCE

Intern – Boys and Girls Club, Denton, Texas

Month Year – Present

- Assist 10 children with homework daily, provide tutoring to over 20 students in English, Math, Science, Social Studies
- Planned and Coordinated 4 annual events, including Community Thanksgiving Dinners, the Back to School Jamboree, camping trips, Kid's Day
- Organize educational programs related to five main areas: leadership, career, health, arts, sports/fitness

Secretary – UNT Psi Chi, Denton, Texas

Month Year – Present

- Collaborate with a team of 10 members to promote the club, advocate for destigmatizing mental health, and facilitating professional networking opportunities.
- Handle up to \$500 in club finances, including fundraising for events, and other items, shirts, food, etc.

Volunteer – YMCA, Corinth, Texas

Month Year – Month Year

- Supported the childcare assistance function for 30 families searching for affordable childcare
- Identified 12 caretakers and matched them with families,
- Assessed and restructured chick in process to make it more efficient.

Cashier – Kroger Grocery- Denton, Texas

Month/Year– Month/Year

- Help to answer customer questions and resolve complaints
- Handle up to \$1,500 in customers sales daily, receive/ refund payments, and/ or give change
- Received “Employee of the Month” award and was recognized for 18 months of service

MEMEBERSHIPS/ACTIVITIES

- Active Minds – Member Semester Year – Present
- Bridges International – Volunteer/ Member Semester Year