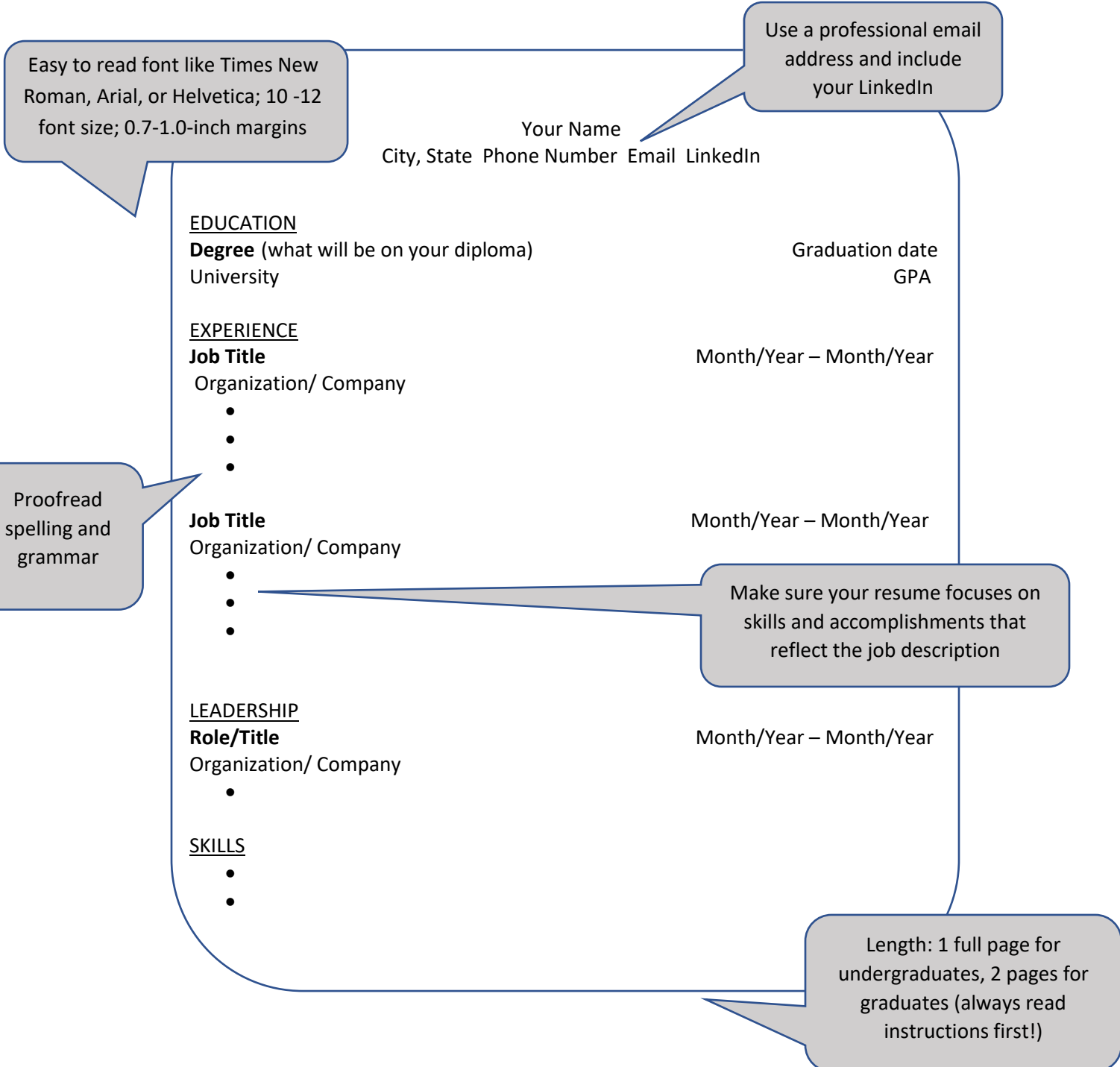


Resume Guide

This handout serves as a guide for developing your resume. As you develop your resume, consider these questions:

1. What do you want to communicate about yourself as a professional?
2. Who is your primary audience and what do they need to know about you?
3. What skills do you want to highlight?



Anna e

San Diego, CA 619.001.1234 adiego@sdsu.edu www.linkedin/in/AnnaDiego

EDUCATION

Bachelor of Science in Public Health
San Diego State University

May 2022
GPA: 3.85

EXPERIENCE

Intake Specialist Intern

Jan. 2020- Present

Youth and Family Services

- Coordinated small group weekly activities for youth to help with life and social skill development
- Collaborated with a team of 8-10 volunteers and created educational exercises to encourage academic growth of middle school children
- Shadowed staff in individual and small group counseling sessions and observed techniques to help children and youth with a variety of personal and academic challenges

Sales Associate

Mar. 2018 – Nov. 2019

H&M

- Utilized excellent product knowledge while working with customers to assist with merchandise selection
- Accurately processed purchase and return transactions following all policies and procedures resulting in precise quarterly reports
- Received merchandise and conducted inventory counts to ensure all merchandise is properly entered into the system

Team Member

Feb. 2017- Jan. 2018

Jamba Juice

- Ranked first in district sales competition by using persuasive communication skills and product knowledge to promote store specials and meal combinations
- Demonstrated team-centered approach by initiating collaboration with team members to ensure quick and accurate service

COMMUNITY SERVICE

Volunteer

Mar. 2020- Present

American Red Cross

- Work collaboratively with the medical and counseling teams to develop and execute programs and services to enhance COVID 19 awareness
- Designed marketing material for multiple social media platforms to provide resources and practices regarding reducing transmission

SKILLS

- Bilingual in Spanish (read, write, speak)
- Proficient in SPSS