

# **XXXXX**

(510) xxx-xxxx

## **OBJECTIVE**

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I am very much interested in gaining experience working full time. It will be a great opportunity for me to learn and explore. I really like to help people to organize their space, providing a comfortable working environment. I have found my volunteer and service work to be fulfilling, and I intend to continue helping empower the community through knowledge. I enjoy utilizing my skills and talents working with the community as well as working with people, and helping them get involved and empowered.

## **EDUCATION**

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### **UNIVERSITY OF CALIFORNIA, XXXX**

B.A in Managerial Economic, expected March 2021

### **COLLEGE OF XXXX**

A.A in Business Administration, 2017-2019

## **SUMMARY OF SKILLS**

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- Customer Services
- Organization of people with their talents
- Provided a safe environment for children and adults
- Fluent in Mandarin - spoken and written
- Energy and enthusiasm
- Learn quickly and find efficient method
- Organize and efficient
- Effective listener and strong communication skill

## **PROFESSIONAL EXPERIENCE**

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### **Outreach Worker, Asian Pacific Environmental NetWork Oakland, CA**

October 2016 to November 2016

July 2017 to August 2017

October 2017 to December 2017

- Talk to hundreds of people a day about issues facing low-income communities.
- Data entry of call results.
- Logistical support and set-up and break-down for phonebanks.
- Complete accurate daily reports.
- Utilized my people skills and learned to become more patient.
- Helping and encouraging others helped me learn and care more myself, and to be an active participant in my government.

- Talking to voters and convincing them to take action on issues that impact poor people, immigrants, and communities of color in California.
- Give and receive constructive feedback

**Team Leader, Asian Pacific Environmental NetWork Oakland, CA**

April 2018 - August 2019

- To train the entire canvas team on APEN's vision, canvasser expectations, and program goals while building a strong and safe community in the canvas team.
- Help increase the civic participation of low-income Asian immigrant communities in California
- Leading a team of Bilingual Outreach Workers in talking to voters and convincing them to take action on issues that impact poor people, immigrants, and communities of color in California.
- Supervise and schedule a team of outreach workers
- Complete daily reports based on results from the outreach team.
- Provide support and troubleshooting for technology used by the outreach team.
- Train outreach team on policy, technology, and canvass skills.
- Support interpretation of team meetings and activities
- Able to give and receive constructive feedback

**Student worker/ Peer Adviser College of XXXX Financial Aid office**

May 2018 - August 2019

- Assist with answering telephones and voice message
- Will complete office work such as printing/coping, and shredding
- Filling important information and sensitive documents into student files
- Answer any questions that students may have regarding financial aid
- Working as a bilingual interpreter to help other student who is English as a second language
- Helping student to field their FAFSA during a hands on workshop

## **VOLUNTEER EXPERIENCE**

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**Event Volunteer Family Bridge Oakland, CA**

In 2015, 2016 and 2017

- Worked off and on as an Event Volunteer.
- Responsible for ushering customers to their seats making sure customers are comfortable and had everything they needed.
- Responsible for taking care of their needs during the event.
- Volunteered in Family Bridge's (Lake Merritt Children's Center) as a teacher's assistance helping to care for the children during summer break.
- Responsible for helping the children with their school work and maintain a safe learning environment.