

SAMPLE COMBINATION FORMAT

Laura Garcia

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Objective To apply skills in counseling, group facilitation and event planning within a non-profit setting in order to further aid the development of educational programs.

Education Mills College, Oakland, CA
B.A. in Ethnic Studies and Sociology, December 2008

Skills Summary

- Over 3 years experience of academic tutoring and counseling experience for underserved populations
- Exemplary communication skills as evidence by work with at risk populations
- Excellent event planning skills demonstrated by participation in organization of seminars and banquet
- Native fluency in written and spoken Spanish
- Proficient in Microsoft Excel, Powerpoint, Filemaker Pro through academic, work and personal experience

Result-oriented
statement

ACADEMIC COUNSELING/TUTORING EXPERIENCE

Academic Counselor/Tutor, Oakland Unity High School, Oakland, CA Sept 2008-Dec 2008

- Improved students academic performance by utilizing my effective interpersonal skills and monitoring student progress
- Provided students with outside resources such as college programs to help them reach their full potential

Mentor in Training (M.I.T.), Project Gear UP, Los Angeles, CA May 2004- Aug 2005

- Aided students with homework assignments in subjects such as Math, English, Spanish, and Science.
- Provided assistance to students with financial aid and scholarships applications

Academic Counselor/ Tutor, A.V.I.D, Los Angeles, CA July 2004-Apr 2005

- Organized students into small groups to help them focus and provoke problem solving
- Invoked discussion among students allowing them to assist each other with homework assignments

ADMINISTRATIVE EXPERIENCE

Student Assistant, Center for Latino Policy Research, Berkeley, CA Feb 2006-Feb 2007

- Managed front desk delivering messages and assisting visitors with questions
- Maintained and updated contact database using Filemaker Pro software
- Collaborated in the organization of seminars by contacting guest speakers via email or telephone
- Generated emails notifying our extensive contacts of weekly events using Microsoft Office

Student Assistant, Project Gear Up, Los Angeles, CA May 2004-Aug 2005

- Utilized my communication skills to contact and provide information to parents of program's participants
- Surveyed program's participants to determine and better serve their needs
- Collaborated with assistant program coordinator in organizing program's annual banquet and various academic workshops through the year

Office Assistant, LAC+USC Hospital Volunteer Office, Los Angeles, CA May 2002-Dec 2004

- Aided in the facilitation of front desk answering phone calls and directing visitors
- Directed and assigned volunteers to volunteer sites
- Assisted prospective volunteers with application process