

# MRS. THIS ONE

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## EDUCATION

**University of California, Los Angeles** Fall 2010 – Present

**Bachelor of Arts in Political Science, expected on June 2012**

- **Minor:** Global Studies
- **GPA:** 3.2
- **Dean's Honor List** (Winter '11, Spring '11, Winter '12)
- **College of Letters and Science Honors**

**Happy Place College** Summer 2008 – Spring 2010

- **Major:** Political Science
- **GPA:** 3.4
- **Dean's Honor List** (Fall '08, Spring '09, Fall '09, Spring '10)
- **Honor Student**

## RELEVANT EXPERIENCE

**Government Department, Intern** September 2011 – Present

- Being an awesome intern! No, don't put this. This should have a very professional description.

**UCLA Humanities Department, Research Assistant** June 2011 – Present

- Providing assistance to **Professor Martha Johnson's** research by consolidating materials that have been collected, analyzing and summarizing major content of the research materials into word documents by topic, retrieving library materials, making PDFs, transcribing films, and writing annotated bibliographies.

## OTHER EXPERIENCE

**UCLA Department, Assistant** September 2010 – Present

- Providing excellent customer service to UCLA guests, staff, and students.
- Serving as a UCLA ambassador by providing valuable information about the campus to visitors.

**Website Place, Content Editor** April 2010 – September 2010

- Uploading content to websites owned by Website Place.
- Maintaining internal and online databases.
- Editing website content.

**Happy Place College - Student Outreach, Student Worker** August 2009 – June 2010

- Offering administrative support to the full-time staff and outreach counselors.
- Answering phones and helping callers with basic questions regarding the admission process to the college.
- Inputting data and maintaining databases of prospective students and partner high schools.
- Serving as a tour guide to prospective students, parents, and high school groups.
- Revising and editing the Student Worker Manual.

## SKILLS

- Proficient in Microsoft Word, Excel, and Power Point.
- Fluent in Spanish.
- Quick learner.