**Great Resume Sample**

Santa Ana, CA | (900) 247-9000 | [xyzxxx@gmal.com](mailto:xyzxxx@gmal.com)

**EDUCATION**

**Soka University of America; Aliso Viejo, CA**

BACHELOR of ARTS, Liberal Arts (GPA: 3.96) *Expected: May 2023*

* Environmental Studies & Social/Behavioral Sciences Concentration
* GIS, Computer Science Emphasis

**Study Abroad:** Sevilla, Spain *Fall 2022*

**Relevant Coursework**: Urban Planning; Environmental Studies, Pacific Basin Something, other relevant class,

**Certifications:** Python Certification (Coursera), STATA (Courseara), ArcGIS Pro

**PROJECTS**

**Capstone Project “Title of your project”** *Expected: 2023*

* Something great here

**Urban Development Research: “**Moved By Nature” Learning Cluster; Soka University  *2020*

* Researched outdoor learning and urban planning in under Professor Deike Peters
* Wrote grant applications for research that received funding awards
* Created a [website](https://www.soka.edu/news-events/news/moved-by-nature-outdoor-education) and [documentary](https://sites.google.com/view/moved-by-nature/our-documentary) to present findings

**Green Screenings - Environmental Activism: “**Eco Cinema”Learning Cluster; Soka University *2021*

* Created a [website](https://sites.google.com/view/green-screenings/home)
* Other stuff?

**EXPERIENCE**

**Production/Stage Technician -** Soka Performing Arts Center; Aliso Viejo, CA*09/2019-Present*

* Serve as a liaison between vendors, performers, and lead event planners to meet production needs
* Assist in operating theater lighting, sound, rigging, maintain venues and electronic/electrical equipment

**Marketing/Social Media Intern -** Music in Common; Aliso Viejo, CA *12/2020-07/2021*

* Managed social, website development, donor and alumni outreach, marketing, program facilitation
* Facilitated dialogue, collaborative songwriting, multimedia production, and performances
* Initiated, filmed, and edited a music video for the record label

**Restoration, Mapping & Ecology Research Volunteer** - Mojave Desert Land Trust *09/2015-09/2019*

* Conducted climate change research including mapping, monitoring, and setting up vegetation plots
* Collected data, assisted in restoration, completed trail work and property clean-up
* Coordinated community events, youth education, event planning and vendor coordination

**LEADERSHIP & ACTIVITIES**

**Class of 2023 Senate -** First-Year Class Secretary 09/2019-05/2020

* Maintained relationships with student organizations and administrators to resolve concerns and conflicts
* Organized fundraisers, maintained records, meeting agendas, proposals, documents, and budget reports

**SKILLS**

* Python, STATA, ArcGIS Pro
* Microsoft Office Suite, Google Apps Suite, MacOS
* Social Media and virtual meet-up platforms
* Spanish (Fluent), Tagalog (Native), English (Native)