Allie Gator

Houston, TX • (832) 000-0000 • allie.gator@gmail.com

SUMMARY

Bilingual Social Work senior at University of Houston-Downtown with 3+ years' experience supporting and empowering children and college students from multiple, diverse backgrounds. Enthusiastic, hard-working, and compassionate with strong verbal and written communication skills.

SKILLS

Language: Fluent in Spanish (speaking, reading, writing)
Computer: Microsoft (MS) Word, Excel, Outlook, PowerPoint, Publisher; SPSS
Certifications: American Red Cross CPR/First Aid/AED (May 0000)

EDUCATION

University of Houston-Downtown, Houston, TX
Bachelor of Social Work Candidate, May 2020
GPA: 3.68
Activities: Social Work Student Community Advocacy Network, *Vice-President* (August 0000-Present)
Relevant Courses: Case Management, Urban Issues in a Global Environment, Social Justice & Professional Ethics

RELEVANT PROJECTS

University of Houston-Downtown, Houston, TX
Student Researcher
"Diversity and Inclusion"   August 0000-November 0000
- Interviewed 300+ college students of various national, racial, and ethnic backgrounds to investigate cultural inclusivity at University of Houston-Downtown campus
- Determined that 86% of University students felt culturally accepted. Drafted findings in 8-page report

INTERNSHIP

Harris County District Attorney, Houston, TX
Caseworker Intern   October 0000-Present
- Interview 15+ complainants daily to gather case details, providing a brief overview of safety information and community resource referrals to address client needs
- Research civil, criminal and police reports, documenting evidence to validate criminal cases/protective orders
- Record accurate appointment notes into Family Criminal Law Division database

EXPERIENCE

YMCA of Greater Houston, Houston, TX
Day Camp Counselor   May 0000-August 0000
- Maintained daily attendance record of 200+ campers ages 6-15
- Facilitated activity instructions to groups of 50+ campers, providing clarification when needed
- Communicated upcoming events and news to parents to promote engagement with YMCA

After School Counselor   October 0000-May 0000
- Coordinated engaging activities for 30+ children ages 3-5 to provide mental stimulation
- Integrated and fostered teamwork amongst 10 colleagues to build positive working relationships
- Tutored 30+ students in core subjects during homework completion to ensure mastery of content

University of Houston-Downtown, Houston, TX
Student Assistant   September 0000-July 0000
- Collaborated with department staff in the coordination of educational events for 8,000+ college students
- Engaged in community outreach to enhance department relations with outside organizations, increasing number of active connections by 20%
- Recorded pertinent data utilizing GradLeaders software to support department's monthly reporting

Eliza I. Gator

Bellaire, TX | (555) 555 4321 | egator@email.com
Writing Portfolio: egator.wixy.com

SUMMARY

Detail-oriented college senior pursing an English degree with a passion for journalism. Finely-tuned analytical skills with a dedication to expanding subject knowledge and workplace competencies through continuing research and training. Willingly assume extra responsibility to ensure optimal and timely project execution.

EDUCATION

Bachelor of Arts in English Candidate   May 2015
University of Houston-Downtown, Houston, TX
GPA: 3.7
Related Courses: Advanced Desktop Publishing, Literary Magazine Production, Workshop in Fiction

EXPERIENCE

Intern: Staff writing   August 2013-present
Local Houston Magazine; Houston, TX
- Provide research assistance to a team of 8 staff writers, resulting in increased knowledge of the journalism workplace.
- Create and publish 5 original articles based on research.
- Communicate with subjects of articles written to ensure quality and honest publication.
- Awarded "Staff Intern of the Month" for adhering to deadlines, encouraging a positive work place, and providing staff with diverse and rich information for articles.

Writing Tutor: Writing Center   August 2011-present
University of Houston-Downtown, Houston, TX
- Teach students how to engage in "the writing process" by scheduling appointments to coincide with the writing process, including research, drafts, and final edits.
- Personalize sessions according to students' needs and focus on the writer as a whole person, rather than focusing solely on presenting assignment.
- Cultivate a professional reputation with students and professors, resulting in a clientele base referred by professors or classmates.

Staff writer: Dateline Downtown   May 2014-August 2014
University of Houston-Downtown, Houston, TX
- Crafted 1 article each week for the Current Events Column to raise awareness of political issues on campus.
- Promptly met publication deadlines, contributing to the newspaper's team of 20 staff.
- Developed sound research practices and applied interview skills learned in classes.

VOLUNTEER EXPERIENCE

Homework Helper   Sept. 2012 – Dec. 2012
Community Connection, Houston, TX
- Provided tutoring for math, reading, science and social science homework assignments
- Supervised more than 20 grade school students at a local community center
- Instructed students on how to use computer programs, such as Microsoft Word and basic keyboarding
- Mediated student conflicts and taught listening and conflict resolution skills

SKILLS

Technology: Adobe (Photoshop, InDesign, Illustrator); Microsoft (MS) Office (Word, PowerPoint, Excel, Outlook)

VARIED I. STUDENT

Houston, TX | 832-000-0000 | vistudent@gmail.com

SUMMARY
Bilingual business professional with healthcare, administrative, and customer service experience and knowledge of business systems and processes. Adept multi-tasker and excellent problem-solver with proven abilities in database management as well as customer care.

SKILLS
Healthcare: Epic Systems, Records Management, Inpatient Medical Coding
Administrative: Microsoft (MS) Excel, Word, Outlook, Typing Speed 50 wpm; Salesforce (CRM)
Language: Fluent in Spanish (reading, writing, speaking)

EXPERIENCE
Receptionist/Unit Clerk,
Houston Hospital, Houston, TX   11/2014-Current
- Maintain accurate records of patient care, condition, progress and concerns utilizing Epic Systems.
- Manage 100+ daily incoming and outgoing calls while recording accurate messages.
- Actively sustain current working knowledge of CPT and ICD-9 coding principles, government regulation, protocols and third party requirements regarding billing.
- Consistently receive a 96% or higher customer satisfaction rating from surveyed patients.

Market Development Specialist,
Tellex Enterprises, Houston, TX   08/2014-11/2014
- Implemented marketing strategies resulting in a customer base increase of x%.
- Collaborated with x+ designers to achieve set up look for X+ events/pop up shops.
- Processed x+ in store customer transactions weekly via cash or credit card.

Receptionist,
Alternative Medicine Center, Houston, TX   06/2012-09/2014
- Scheduled x+ office meetings and client appointments weekly for a team of 2 healthcare providers.
- Managed facility upkeep, including set-up and operation of breakfast and lunch service.
- Organized and maintained client information within Salesforce.

Customer Service Representative,
Micro Center, Houston, TX   02/2011-12/2011
- Sold equipment, software, and warranties to customers, handling cash and electronic payments.
- Provided relevant information on product offerings and technology solutions by listening attentively to customer needs.

EDUCATION
Bachelor of Science - General Business Minor   05/2018
University of Houston-Downtown, Houston, TX
Relevant Courses: Principles of Management & Organization Behavior, Principles of Marketing, Business Administration, Management, Insurance & Risk Management, Medical Terminology, Patient-Provider Communication, Health Communication

Joanne H. Student

Humble, TX | (713) 000- 0000 | jhstudent@email.com

SUMMARY

Creative and highly inquisitive bilingual college junior pursuing a computer science degree with a passion for software design and machine learning. Excellent Python and Java software development skills.

SKILLS

Programming: Java, Python, C++, C#
Software: Visual Studios, Xcode, Eclipse, Unity, Arduino, Net Beans, Illustrator
Operating Systems: Windows, OSX, Linux
Language: Fluent in Spanish (reading, writing, speaking)

EDUCATION

University of Houston - Downtown, Houston, Texas
Bachelors of Science in Computer Science Candidate   December 2019
Relevant Courses: Software Development with Java, Data & Information Structures, Network Security,
                        Computer Architecture

Relevant Projects

Calculator   Spring 2017
Lead Developer
- Created calculator application in Java that incorporates user inputs into algebraic formula to solver equations with a team of 4.

Banking Management System   Spring 2017
Backend Developer
- Programmed banking management system using C++ with a team of 5 that keeps the detail of clients, accounts, and employees in bank confidential and perform task such as deposit, withdrawal, search a transaction, opening account and transfer money.

Payroll Management System in Visual Basic   Fall 2017
Backend Programmer
- Designed payroll management system using Visual Basic that can add or delete employee information, search query for employee and generate reports.

RELEVANT EXPERIENCE

Staples, Inc., Houston, TX
EasyTech Supervisor   Aug. 2012 – PresentManage
- 5-7 employees to run store to reach sells of $17,000 a day
- Upgrade hardware in customers' computers to enhance its performance; apply Windows 10, Windows 8, Windows 7, iOS, Android operating systems
- Provide excellent customer service resulting in 5% increase in return business

University of Houston-Downtown, Houston, TX
Technical Assistant   Oct. 2016 – Nov. 2017
- Managed and maintained computer lab with 60+ computers while providing technical assistance to professors and students including password resets, Wi-Fi issues, and computer diagnostics