

# **UF Career Connections Center**

**Resume Examples**

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**Resume:** Digital Arts  
**Font:** Verdana

# Alberta Gator

Gainesville, FL 32611 | 352-290-5678 | albertagator@ufl.edu | www.linkedin.com/in/alberta-gator

## EDUCATION

### Bachelor of Arts in Digital Arts

June 2023

University of Florida, Gainesville, FL

## PROFESSIONAL EXPERIENCE

### Graphic Designer

August 2019 – Present

Freelance Web & Graphic Design

- Consult with clients to address branding and marketing needs
- Desktop and mobile devices; create and design motion graphics

### Studio Co-Founder & Leader

May 2020 – Present

Design Awaken Arts, Gainesville, FL

- Co-founded and successfully applied to the national Design for America network
- Managed seven project teams while spearheading ideation and prototyping workshops
- Oversaw and implemented outreach efforts, as a result, student members grew from 5-50
- Planned professional development events and regional conferences

### Design Aide, Department of Applied Innovation,

June 2021 – April 2022

University of Florida, Gainesville, FL

- Ran 3D printing workshops and training for groups of 15-30 participants
- Designed posters, banners and managed social media platforms to promote upcoming events
- Monitored studio space and assisted staff in need of fabrication, CAD, or design support

### UX Design Intern

June 2021 – August 2021

Amazon, Irvine, CA

- Designed iOS and Android interfaces for popular productivity app
- Collaborated with software engineers to execute and implement new designs
- Worked with design consultants to create a more positive user experience

### UX Job Shadow Program Participant

December 2020

Amazon Design Department, Irvine, CA

- Participated in UCI's job shadow program, gaining exposure to the company culture, sitting in on design meetings and contributing feedback for upcoming design projects.

### Research Assistant

October 2020 – December 2020

Design for Innovation, Orlando, FL

- Developed various prototype posture correcting mechanisms for pressure actuation devices
- Built a system for retrofitting Aeron chairs with pressure actuators for human testing

## SKILLS

Computer Design Software: Adobe Creative Suite, SolidWorks, Graphic Design, Rapid Prototyping, Sketching and Drafting, HTML/CSS, Mac OSX, Windows, Ubuntu

Language: Conversational Spanish

**Resume:** Pre-Health  
**Font:** Tahoma

## ALBERTA GATOR

Gainesville, FL 32611 | albertagator@gmail.com | (352) 222-2222 | www.linkedin.com/in/alberta-gator

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### EDUCATION

#### Bachelor of Science in Biological Sciences

June 2023

University of Florida—Gainesville, FL  
GPA: 3.92/4.0

### SKILLS

**Computer:** Proficient in Microsoft Word, Excel, PowerPoint; SPSS; R

**Language:** Fluent in Spanish; Conversational French

### RESEARCH EXPERIENCE

#### Research Assistant

August 2022 – Present

University of Florida: Shands Hospital—Gainesville, FL

- Performs literature reviews on primary articles to design surveys that gather demographic information of hundreds of clinic patients
- Composed and presented posters on the efficiency of pharmacy clinics and the procedural scope of family medicine at the Institute for Clinical and Translational Science, and The Society of Teachers and Family Medicines Medical Student Education and Annual Spring Conferences to doctors, pharmacists, and medical students
- Analyzes factors that increase specialization into family medicine of medical students in a research project through the Summer Undergraduate Research Program

#### Summer Undergraduate Research Fellowship Scholar

June 2021 – August 2021

Department of Psychology and Social Behavior, University of Florida—Gainesville, FL

- Conducted research involving understanding creativity in adolescents
- Observed pictorial representations of words drawn by adolescents in China and in the United States and transferred coded data into SPSS
- Presented poster to students and faculty members at the Summer Research Symposium

### SHADOWING EXPERIENCE

#### Anesthesiologist Observer

June 2022

University of Florida: Shands Hospital (80 hours)

- Improved bedside manner and patient interaction skills during the operation and post-operation, by observing how the doctors interacted with patients
- Observed integration between technological and procedural medical care
- Completed HIPAA compliance training in order to respect trust of patient-doctor relationship

#### Shadowing, Dr. Michael A. Ram, M.D., General Surgeon

May 2020 – August 2021

University of Florida: Shands Hospital (120 hours)

- Shadowed Dr. Ram in the operating room, at his office hours and doing rounds on hospital floors
- Listened to patients' heartbeats, gastrointestinal sounds, and checked vitals; read patient charts and wrote common orders for the nurses on the floor
- Learned common sterility procedures, how to scrub into cases, and how to read radiographic images in the operating room

### PROFESSIONAL EXPERIENCE

#### Student Assistant III

September 2020 – Present

Graduate School, University of Florida—Gainesville, FL

- Managed reimbursements for the office using Microsoft Excel for the data entries
- Designed flyers with Microsoft Word to promote information sessions and awareness campaigns
- Formulated 3 portfolios for Office of Graduate Studies' undergraduate programs

**Resume:** Project Experience/Computer Science

**Font:** Garamond

# ALBERT GATOR

albertgator@gmail.com | 727-555-0121 | www.linkedin.com/in/albert-gator

## EDUCATION

### Bachelor of Science in Computer Science

University of Florida | Gainesville, FL

May 2023

GPA: 3.85/4.00

## SKILLS

**Programming Skills:** Java (Beginner), Python, MySQL, Git, Unix, C, C++, JavaScript, Swift – iOS, Ruby on Rails, OCaml, Node.js, HTML, CSS, LaTeX, MongoDB

**Skills:** Microsoft Word, Google Suite

## PROJECT EXPERIENCE

### Productivity Tool, Software Engineering and Design Class Project

January 2020 – Present

University of Florida | Gainesville, FL

- Collaborates in team of three to design tool in OCaml and C++ to facilitate efficient calendar management for multiple users
- Conducts weekly meetings to assess project progress and troubleshoot issues

### Access Database Development Project, Information Technology

December 2020

University of Florida | Gainesville, FL

- Collaborated as team to plan, design and develop a donor tracking system to streamline the donation process for a non-profit social organization
- Met with organization to understand information needs and gather user requirements
- Tasks include complex queries, forms and reports generation
- Presented completed database to client

## INTERNSHIP EXPERIENCE

### Software Engineering Intern

June 2021 – August 2021

GOOGLE | Mountain View, CA

- Launched Google+ Stories and contributed to story generation algorithm
- Developed spam comment detection program using Google Prediction API
- Conducted user experience testing in collaboration with 4-member design team

### Product/Tech Intern

May 2020 – August 2020

Next Tech | San Francisco, CA

- Developed metrics dashboards for AdWords and Outbrain marketing campaigns and website blog using Linux/Python/SQL
- Created test cases for financial models and interactive calculators
- Wrote requirements and oversaw creation of new site content from start to finish in agile software development cycles

### Software Developer Intern

June 2019 – August 2019

University of Florida Hospital: Shands | Gainesville, FL

- Designed Android mobile application game for stroke patient rehabilitation at Rehabilitation Robotics Lab
- Formalized application requirements after client interviews, machine testing and stroke rehabilitation research
- Developed application in 2 week sprints while incorporating client feedback with in-person tests

**Resume:** Public Service  
**Font:** Arial

## ALBERT GATOR

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### EDUCATION

#### Bachelor of Arts

May 2023

Major: Political Science Minor: French  
University of Delaware, Newark, DE

### INTERNSHIP EXPERIENCE

#### Publicity & Fundraising Intern

August 2022 – Present

Gainesville City Council, Gainesville, FL

- Manages a group of 25 volunteers assigned to the "street team," handing out flyers, speaking with voters, and securing candidate support
- Handles fundraising efforts by engaging in 150 calls per shift at call center and discussing possible donations with registered democrats
- Collaborates with campaign manager to staff fundraising events and publicize events

#### Constituent Services Intern, District 9

May 2022 – August 2022

House of Representatives, Washington, DC

- Answered constituent mail, phone calls and in-person inquiries for Broward County
- Directed U.S. Capitol tours for Florida constituents
- Drafted media advisories, press releases and social media posts to effectively communicate with the constituency

### LEADERSHIP EXPERIENCE

#### President

January 2022 – Present

University of Florida Democrats, Gainesville, FL

- Leads a student group of 100 peers in educating the student population about politics through speaker series and getting out the vote events
- Conducts weekly meetings to ensure continuity of the organization and member participation

#### Volunteer Coordinator

September 2021 – May 2022

Gator Leadership Program, University of Florida, Gainesville, FL

- Assisted in coordinating a variety of events (interactive workshops, conferences, guest speakers, cultural events, field trips) focusing on personal leadership development and application of the five practices of exemplary leadership
- Created and presented a poster that represents personal journey of self-discovery
- Participated in various community service programs, including Habitat for Humanity and Meals on Wheels

#### Member

March 2021

Alternative Breaks Program, University of Florida, Gainesville, FL

- Served as member of student-led team participating in immersive direct service project for community organization in central Georgia
- Gained perspective from other participants and those served related to social justice issues

### SKILLS

**Computer:** Adobe Photoshop, Final Cut Pro, Dreamweaver, Microsoft Office (PowerPoint, Excel, and Word)

**Social Media Management:** Facebook, Twitter, LinkedIn, Tumblr

**Language:** French (Conversant)

**Resume:** Finance

**Font:** Calibri

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## EDUCATION

### Bachelor of Business Administration in Finance

June 2023

University of Florida—Gainesville, FL GPA: 3.4/4.0

### Associate of Arts

June 2021

Santa Fe Community College—Gainesville, FL GPA 3.8/4.0

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## RELEVANT EXPERIENCE

### Finance Intern

July 2021 – Present

Walt Disney World — Lake Buena Vista, FL

- Presented an \$11 million dollar Capital Authorization Request to enhance Wi-Fi across Walt Disney World Resorts, resulting in increased guest satisfaction scores
- Conducts a Food & Beverage usage analysis among resorts and created a strategy to efficiently forecast and order products, reducing waste across hotels
- Coordinates business planning for clients including the long-term plan, annual operating plan, and monthly forecasts

### Financial Services Intern

May 2018 – June 2020

London Mutual Credit Union — London, UK

- Interacted with customers in relation to membership accounts in the largest Credit Union in Southeast England, consisting of over 25,000 members
  - Processed loan application requests and online applications, considering and assessing all applications and following up all overdue loan repayments
  - Maintained accurate records of all financial transactions up to 100,000 British pounds
- 

## LEADERSHIP AND INVOLVEMENT EXPERIENCE

### Director of Mentee Development

September 2021 – Present

Business Undergraduate Mentorship Program — Gainesville, FL

- Serves on the advisory board to enable the progress of 70 one-on-one relationships between mentors and mentees
- Communicates with the program advisor to create content for four meetings per semester to provide mentees with an understanding of the program's ideals such as academic success, career development, personal growth, leadership development, cultural awareness and diversity, and navigating university life

### Mentor

September 2021 – Present

Business Undergraduate Mentorship Program — Gainesville, FL

- Develops a one-on-one relationship with a younger student, focusing on leadership and career development as well as personal growth
- Assists mentees with collegiate academic plans, interview preparation, and involvement applications related to their personal strengths and passions

## SKILLS

Microsoft Office Specialist Certification, Bloomberg Market Concepts Certification, Google Analytics

**Resume:** Pre-Law  
**Font:** Times New Roman

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## EDUCATION

### Bachelor of Arts

Majors: English and Political Science  
University of Florida, Gainesville, FL

June 2023  
GPA: 3.56/4.00

## LEGAL EXPERIENCE

### Law Clerk

Miami-Dade County District Attorney's Office | Miami, FL

June 2022 - August 2022

- Wrote court motions and summaries of police reports from agencies for Deputy District Attorneys
- Organized binders consisting of police reports and interview transcripts in order to prepare Deputy District Attorneys for witness testimonies during preliminary hearings
- Attended training sessions conducted by Deputy District Attorneys and the District Attorney's Professional Responsibility & Training Unit on topics such as jury trial preparation
- Shadowed Deputy District Attorneys to observe and ask questions concerning hearings, and trials

### Legal Clinic Commissioner, Associated Students

University of Florida | Gainesville, FL

January 2021 - June 2022

- Managed a budget of over \$1,000 for booking event spaces and purchasing items for events and raffles
- Corresponded with Administration and Associated Students Executives to work toward establishing a Legal Clinic to provide affordable legal assistance and resources for undergraduate students
- Oversaw and delegated tasks to a team of 8 interns for commission

## PROFESSIONAL EXPERIENCE

### Career Ambassador, Career Connections Center

University of Florida | Gainesville, FL

September 2021 - June 2023

- Educated students about the services provided by Division of Career Pathways during outreach events
- Organized and moderated a panel of current students and recent alumni sharing experiences in pursuing career paths in law and politics for an audience of 30+ students
- Critiqued resumes and cover letters for students during walk-in sessions

### D.C. Office Intern –District of Columbia Summer Program

United States House of Representatives, Washington, D. C.

June 2021 - August 2021

- Composed Congressional Records honoring constituents for the Congresswoman to read on the House Floor
- Created a legislative project by formulating a bill to combat pollution in the Inland Empire that was selected by the Congresswoman to be further developed by legislative staff
- Crafted briefing memos for staffers concerning topics such as defense, foreign affairs, and voting rights
- Corresponded with constituents while conducting tours of the United States Capitol Building
- Logged constituent and agency letters, phone calls, and business cards in Fireside21 (constituent correspondent database)

## SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Office 365), Adobe Acrobat, Canva  
Language: French (moderate proficiency)



**Resume:** Communications & Journalism

**Font:** Calibri Light

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## EDUCATION

### Bachelor of Science in Journalism

May 2023

University of Florida | Gainesville, FL

Minor: Mass Communication Studies

GPA: 3.9/4.0

## EXPERIENCE

### Editor in Chief, Columnist

August 2022 – Present

The Really Independent Florida Crocodile | Gainesville, FL

- Oversees production of weekly online and print campus newspaper
- Implements marketing strategies to promote newspaper to target populations, increasing online readership by 43%
- Edits and creates 15-20 newspaper pages regularly on InDesign
- Develops weekly satirical column focused on events within the University of Florida

### Copy Editor

January 2020 – August 2022

The Independent Florida Alligator | Gainesville, FL

- Ensured accuracy of newspaper articles and compliance with AP Style guides
- Created newspaper headlines and revised content across multiple platforms
- Designed/proofed newspaper pages, developing skills in Adobe Creative Suites, Photoshop and InDesign

### Multiplatform Editing Intern

May 2022 – August 2022

The Washington Post | Washington, D.C.

- Focused on accuracy and consistency of newspaper materials, including researching, writing, editing and proofreading print and web content
- Researched photos on a variety of online databases and edited on Photoshop for publications

## INVOLVEMENT

### Social Chair

August 2020 – Present

University of Florida: Society of Professional Journalists | Gainesville, FL

- Organizes monthly club socials to promote cohesiveness within the organization and increase student membership by 35%
- Develops itineraries, coordinates travel logistics, and creates risk management plans for events

### Contributor

August 2019 – May 2020

Her Campus at the University of Florida | Gainesville, FL

- Wrote bi-weekly online columns focused on popular culture and the student experience on campus
- Proofread articles from peers to ensure they were grammatically correct and included the necessary information

## SKILLS AND CERTIFICATIONS

- Proficient in AP Style
- Adobe Certified Expert (January 2019)
- Google Analytics Certification (October 2018)
- Hootsuite Platform Certification (April 2017)
- Fluent in Russian, conversational in German

**Resume:** Agricultural Sciences

**Font:** Trebuchet MS

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albertgator@gmail.com | (352) 222-2222 | [www.linkedin.com/in/albert-gator](http://www.linkedin.com/in/albert-gator)

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## EDUCATION

### Bachelor of Science in Food and Resource Economics

Specialization: Food and Agribusiness Marketing and Management  
University of Florida | Gainesville, FL

May 2023  
GPA: 3.07/4.0

## EXPERIENCE

### Botanic Gardens Garden Manager/Intern Supervisor

Kanapaha Botanical Gardens | Gainesville, FL

September 2022 - Present

- Supervises up to 10 interns and volunteers performing garden planting and maintenance
- Maintains health and aesthetics of turf planting beds, and nursery
- Exposed to wide variety of woody and herbaceous plant cultivars

### Intern

Ruppert Landscape | Orlando, FL

May 2022 - August 2022

- Managed a 2-3 person crew responsible for the maintenance of numerous \$15,000+ commercial and industrial landscape contracts
- Communicated with clients to ensure health and aesthetics of turf and planting beds
- Assisted in daily servicing of all power equipment used by crews
- Attended branch, regional, and corporate wide meetings pertaining to safety, budget and company operations

### Horticulturist/Nursery Salesperson

Rhoads Garden Center | Orlando, FL

May 2021 - August 2021

- Consulted homeowners and landscape contractors on selection of appropriate plant material based on specific site and soil conditions
- Diagnosed and treated specific plant pathological disorders and soil fertility issues pertaining to landscape and vegetable plants
- Installed numerous (\$35,000+) landscapes and hardscape features including patios, walls, ponds

## Leadership Experience

### UDance Chapter Representative

Sigma Kappa Sorority | University of Florida, Gainesville, FL

February 2022 - Present

- Promotes all UDance events, organize all Sigma Kappa sponsorships/promotional events and attend weekly executive board meetings
- Raised over \$60,000 to benefit UDance on behalf of the sorority chapter

### Vice President

Resident Student Association | University of Florida, Gainesville, FL

September 2019 - May 2020

- Headed a complex -wide scavenger hunt that was awarded " Small Program of the Year" by the RSA
- Advertised events on community Facebook page and designed posters/flyers unique to each of the 10 events

## SKILLS

Proficient in operation of mid-sized wheel loader and mid-size tractor

Basic knowledge of Spanish language

Experience in isolating/culturing bacterial, fungal, and nematode plant pathogens

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## EDUCATION

**Bachelor of Science in Industrial and Systems Engineering** June 2023

University of Florida, Gainesville, FL

GPA: 3.83/4.0

Study Abroad: Florence, Italy June 2019

## SKILLS

Proficient in VBA, Microsoft Office, Oracle, VB.NET, RStudio, Arena, SolidWorks and Filmmaker Pro

## PROFESSIONAL EXPERIENCE

**Industrial Engineering Professional Intern** August 2022 – Present

Walt Disney World | Lake Buena Vista, FL

- Conducts data analysis and statistical modeling to provide planning, capacity utilization support, and efficiency solutions for the Resort and Transportation Operations
- Leads a business analysis project that identified process improvements to annually save \$2.8 Million in transportation operational costs when implemented
- Designed and Programmed 3 apps in Filemaker Pro to support operations during the opening of the Disney Skyliner and collected data through field studies to provide efficiency recommendations

**Customer Fulfillment, Supply Chain Co-Op** May 2022 – August 2022

GE Appliances: A Haier Company | Louisville, KY

- Monitored inventory levels to ensure multi-family accounts received their orders on time. When needed worked with Warehousing and Transportation Teams to implement solutions to prevent backorders
- Analyzed allocation issues within the 9 distribution centers and recommend alternative allocation strategies for specific situations to management as needed
- Created tools using VBA to automatically generate reports detailing key fulfillment metrics and shared the metrics weekly with my accounts

**Materials Planner** June 2021 – August 2021

GE Appliances: A Haier Company | Louisville, KY

- Participated in a two-day Kaizen event to implement preventative maintenance for Braider Machines
- Wrote a Scrap Macro using VBA which sorted through 100,000 lines of raw data, to find the top 15 reasons for the largest scrap reports
- Implemented a color sensor to increase detection capability of splices and defects in wires. Used SolidWorks to mount the color sensor to the machine

## Leadership and Involvement

**Vice President of Scholarship** January 2022 – Present

Phi Sigma Rho, University of Florida | Gainesville, FL

- Plans a diverse range of scholarship events to build an alumni foundation and expand networking opportunities for members
- Appoints and manages activities of multiple chair positions to oversee event details and effective communication

**ExercIISE Committee** August 2020 – May 2021

University of Florida | Gainesville, FL

- Utilized social media and Google Apps to create event pages to increase participation of members
- Arranged and managed functions that promote athletics, such as 2 intramural teams with 20 members and sporting events for our entire club

**Resume:** Marketing

**Font:** Tahoma

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Gainesville, FL 32611 | albertagator@gmail.com | (352) 222-2222 | www.linkedin.com/in/alberta-gator

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### EDUCATION

#### Bachelor of Business Administration

Major: Marketing

University of Florida: Warrington College of Business, Gainesville, FL

May 2023

GPA: 3.72/4.00

Osnabrück University

UF Study Abroad Program, Osnabrück, Germany

May 2021 – August 2021

### MARKETING EXPERIENCE

#### Marketing Assistant, Office of Admissions

University of Florida, Gainesville, FL

September 2020 – Present

- Works with admission marketing team to create materials used in recruiting high school students
- Created 4 new web pages for the admissions office
- Initiated the use of Google Analytics to track website traffic resulting in refreshed content for the site

#### Advertising Intern

Saks, Orlando, FL

May 2022 – August 2022

- Researched over 200 customers to determine customer experience in terms of people, processes, and technology;
- Presented findings to senior executives
- Liaison between Customer Experience Team and Advertising Team for 5 upcoming campaigns
- Created graphical dashboards to enable quick assessment of customer satisfaction by global region
- Recipient of "Summer 2016 Top Intern" award

#### Marketing Intern

Entrepreneurship Institute, Tampa, FL

May 2020 – August 2020

- Promoted the Entrepreneurship Institute programs, events, and competitions through use of mixed media including banners, flyers, mail pieces, and innovative website design
- Utilized Google Analytics to reorganize website layout resulting in 40% increase in time spent on the site
- Assisted in creation of a comprehensive marketing plan for the launch of the new Lassonde Studios
- Received certification in Google Analytics and Google AdWords

### CUSTOMER SERVICE EXPERIENCE

#### Shift Manager

Chipotle, Orlando, FL

May 2013 – September 2015

- Managed a team of 6 to efficiently serve 80-120 customers per shift
- Promoted to Shift Manager within first 6 months

### INVOLVEMENT

American Marketing Association University of Utah Chapter Vice President

Business Scholars Program

January 2022 – present

August 2021-May 2021

### SKILLS

**Languages:** Conversational fluency in Spanish and French

**Programs:** WordPress, Tableau, Microsoft Excel

**Marketing:** SEO optimization, Google Analytics, Social Media Marketing

# ALBERT GATOR

albertgator@gmail.com | 727-555-0121 | www.linkedin.com/in/albert-gator

## EDUCATION

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### Bachelor of Arts in Education

May 2023

Major: Elementary Education, k-12

GPA: 3.34/4.0

University of Florida, Gainesville, FL

## PROFESSIONAL EXPERIENCE

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### Resident Assistant

August 2020 – Present

University of Florida: Office of Residential Life

Gainesville, FL

- Oversaw 34 residents in a first year residence hall, directing students in need to appropriate campus resources and guiding all residents through the transition from high school to college
- Coordinated and led 20 programs per academic year, amounting to 40 programs total, to foster community on the floor and familiarity with campus organizations and services

### Student Teacher: 1<sup>st</sup> Grade English Language Learners Immersion Classroom

January 2021 – June 2022

Edison K-8 School

Tampa, FL

- Redesigned classroom activities under the Sheltered English Instruction model to benefit students of varied English language abilities and varied first languages, such as Arabic, Spanish, and Mandarin
- Crafted intentional lesson plans and taught formal lessons in the subject areas of reading, writing, and math with the group of English Language Learners in mind to maximize success of all students in the classroom
- Supervised small group activities and technology projects to ensure students stayed on task and displayed appropriate behavior, providing encouragement and taking disciplinary action when necessary

### Summer Camp Counselor

June 2019 – August 2019

Camp Sunrise

Boone, NC

- Adapted camp activities such as soccer, swimming, and arts and crafts for 70 children age 3-21 with a wide range of mental and physical disabilities, to cater to their needs and promote participation and inclusion
- Responded, in collaboration with trained professional staff, to situations requiring the use of PMT holds and CPR to prevent injury to campers and other counselors

## LEADERSHIP EXPERIENCE

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### Volunteer

September 2019 – Present

Big Brothers Big Sisters

Gainesville, FL

- Organized in-school activities to build healthy mentoring relationships with two third grade students, while also encouraging connections between the students and their classmates

### Freshman Orientation Leader

June 2022 – August 2022

University of Florida: Office of First Year Experience

Gainesville, FL

- Mentored small groups of 10-20 incoming first year and transfer students during seven, three-day orientation sessions, leading conversations on topics of identity, diversity, campus culture, and informed decision-making
- Presented Boston College's mission, policies, and programs to students and families both interpersonally and in group settings of 900+ to introduce them to campus life

## SKILLS

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Certifications: PMT, First Aid, CPR, EpiPen Injection Assistance, Seizure Training

Language: Working Spanish Proficient

**Resume:** First Year

**Font:** Arial

## **ALBERT GATOR**

albertgator@gmail.com | 727-555-0121 | www.linkedin.com/in/albert-gator

### **EDUCATION**

**Bachelor of Science: Exploratory** June 2023

University of Florida | Gainesville, FL

Gainesville High School, Gainesville, FL

June 2019

### **LEADERSHIP EXPERIENCE**

**Assistant Social Chair** September 2020 – Present

Student Government, Los Angeles, CA

- Coordinate team-building activities for residential community of 50 students
- Collaborate with 4-member leadership team and participate in bi-weekly meetings
- Brainstorm creative ideas and plan weekly social events to facilitate relationship building amongst residents
- Develop promotional campaigns resulting in 25% increase in fall quarter program attendance

**Assignment Editor** September 2018 – June 2019

Thomas Jefferson High School Warrior Press, Oakland, CA

- Oversaw staff of six for award-winning student newspaper
- Researched news stories and organized weekly meetings to discuss potential article topics for upcoming edition
- Collaborated with advisor, section editors and writers to identify and prioritize stories for publication
- Assigned topics and reviewed content and submissions
- Worked closely with photographer and assisted with selection of images for each article

### **CUSTOMER SERVICE EXPERIENCE**

**Host** June 2019 – Present

Steve Fisher's Steak and Eggs, Berkeley, CA

- Provided quality customer service in a fast paced, high volume establishment
- Assisted staff with serving food and beverages to 100+ customers daily
- Resolved customer complaints and polished multi-tasking capabilities
- Processed cash and credit card payments, and informed customers about daily specials and new menu items

**Volunteer** January 2019 – June 2019

Rosemary Meadows Senior Center, Richmond, CA

- Led 25 residents in weekly creative art projects
- Kept detailed records of attendance for Gold Star Program
- Collaborated with staff on preparing and serving meals and provided assistance with clean-up

### **INVOLVEMENT**

University of Florida: Undergraduate Business Society

September 2019 – Present

### **SKILLS**

Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver

Languages: Spanish (Fluent)

**\*High School is acceptable on a resume during your freshman and sophomore years; once you're a junior, it can be omitted\***

**Resume:** Veteran

**Font:** Calibri

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## EDUCATION

### **Bachelor of Arts in Criminology, Law and Society**

University of Florida—Gainesville, FL

June 2023

GPA: 3.4/4.0

### **Associate of Arts**

Santa Fe Community College—Gainesville, FL

June 2021

GPA 3.8/4.0

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## RELEVANT EXPERIENCE

### **Student Assistant, Veteran Services Office**

University of Florida—Gainesville, FL

July 2021 – Present

- Assist students with questions on veteran educational benefits, course selection, and general acclimation to college environment
- Perform office duties including answering telephones, filing, making copies, and faxing to ensure office efficiency
- Enhance interpersonal skills through individual contact with students, staff, and administration

### **Aviation Machinist's Mate Second Class/Journeymen (Aviation Mechanic – Journeymen)** May 2018 – June 2020

United States Navy: U.S. Naval Air Station—Jacksonville FL

- Maintain \$584M fleet of 18 Sikorsky helicopters including inspection, repair, overhaul, service, and cleaning to ensure all equipment is fully operational
- Acquired diverse expertise on engines and related systems—passed FAA's rigorous commercial Airframe & Powerplant evaluation and obtained FAA Inspection Authorization certification
- Lead a team of 13 employees in performing 1<sup>st</sup>/2<sup>nd</sup>/and 3<sup>rd</sup> line troubleshooting, maintenance and repair of rotor blades, powerplant, engine, transmission, hydraulic, electrical, flight control, landing, fuel, tracking and balancing systems in accordance with manufacturer specifications and manuals
- Enter, update, and maintain scheduled and unscheduled maintenance logs and records ensuring 100% accuracy receiving a rating of "Superior" during annual inspection

### **Aircrewman**

U.S. Navy

May 2016 – May 2018

- Coordinated with fellow crewmen to complete combat, reconnaissance, transport, and search and rescue missions overseas
  - Operated and maintained aircraft communications and detection equipment to ensure safety and security
  - Collaborated with others to maintain proper inventory of cargo, fuel, and emergency equipment
  - Commended by officers for courtesy and professionalism
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## LEADERSHIP EXPERIENCE

### **Membership Coordinator, Alpha Psi Omega**

University of Florida—Gainesville, FL

September 2021 – Present

- Manage all marketing materials and outreach efforts for the Veterans Fraternity to increase presence on campus
- Increased club membership by 60% in 1 quarter
- Assisted in development of Veteran's Week, aimed at educating students about veterans
- Participate in various meetings and discussions related to the enhancement of student veterans' engagement on campus

**Resume:** Hospitality & Tourism

**Font:** Times New Roman

# Alberta Gator

Gainesville, FL 32611 | 352-290-5678 | albertgator@ufl.edu | www.linkedin.com/in/albert-gator

## EDUCATION

### **Bachelor of Science in Tourism, Hospitality, and Event Management**

May 2023

Major: Tourism and Hospitality Management

University of Florida, Gainesville, FL

## RELEVANT EXPERIENCE

### **Event Intern,**

August 2021 – Present

La Belle Fete Weddings & Events, Gainesville, FL

- Communicates and presents unique ideas to clients with a budget of up to 3 million pesos
- Assists event coordinators day-of and carried out delegated tasks at 6 events
- Manages and updates overall list of tasks, details, and suppliers for all upcoming events

### **Entertainment Intern**

May 2022 – August 2022

Walt Disney World College Program, Orlando, FL

- Demonstrated ability to manage multiple tasks and work well under pressure in a high-volume, fast-paced work environment
- Collaborated all areas of entertainment to deliver seamless guest service and create memorable magic moments for guests visiting Animal Kingdom

### **Choreographer and Dance**

May 2021 – August 2021

Walt Disney World College Program, Orlando, FL

- Participated in 7 competitions throughout 6 semesters on a high performance, results-driven team

## PROFESSIONAL EXPERIENCE

### **Administrative Program Assistant**

August 2022 – Present

University of Florida Rec. Sports, Gainesville, FL

- Supervises 120+ current and soon to be Group Fitness Instructors by form of scheduling, programming, and completing all administrative tasks including participating in the hiring and onboarding process
- Facilitates guided tours of all campus recreational facilities for all guests attending the EVOLVE symposium from universities around the nation and conducted a presentation on the facility in front of nearly 800 people

## INVOLVEMENT

### **Vice President**

August 2021 – Present

University of Florida: Society for Hospitality Administration, Gainesville, FL

- Assists schedule and arrange industry speakers, organized a charity dinner and silent auction fundraiser
- Organizes tours for the University for VIP visitors

### **Secretary**

April 2020 – April 2021

University of Florida: Filipino Student Association, Gainesville, FL

- Recorded attendance and evaluated guest feedback at all meetings and events to increase membership
- Oversaw and organized monthly bonding activities for 33 members to strengthen the team relationships
- Conducted Parliamentary procedures and elections for 10 executive board positions in a professional manner

## SKILLS

SEO, Photoshop, Adobe Creative Suite, Google Drive Suite, Microsoft Office Suite, WordPress, MailChimp, Trell



**Resume:** Student Athlete

**Font:** Calibri Light

# ALBERTA GATOR

Gainesville, FL 32611 | 352-290-5678 | albertagator@ufl.edu | www.linkedin.com/in/alberta-gator

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## EDUCATION

### Bachelor of Arts: History

May 2023

University of Florida, Gainesville, FL GPA: 3.56/4.00

## EXPERIENCE

### Team Member, Women's Volleyball

August 2019 – Present

University of Florida, Gainesville, FL

- Compete at Division I level in one of the nation's most recognized conferences
- Practice 20-25 hours weekly and travel while maintaining full course load and related commitments
- Work directly with coaches and team captain on strategy and team building exercises

### Volleyball Instructor, Summer Volleyball Camps

June 2020 – July 2022

University of Florida, Gainesville, FL

- Taught volleyball skills to 25+ children ages 5-14 in a fun, non-competitive environment on daily basis
- Developed weekly lesson plans and goals customized to various skill levels and learning styles
- Promoted additional University-sponsored clinics resulting in increased revenue for the athletic department

## Leadership Experience

### Council Member, Gator Athletic Council

September 2021 – Present

University of Florida, Gainesville, FL

- Collaborate with members on organizing events and creating a strong communication line between student-athletes and University of Florida athletic administrators in order to enhance the student experience of University of Florida athletes
- Review and debate NCAA rules

### Recruiting Coordinator, Student Athlete Mentoring Program

March 2022 – Present

University of Florida, Gainesville, FL

- Trained to provide basic counseling related to suicide prevention, alcohol and drug abuse, stress, sexual harassment and misconduct, bystander awareness, and eating disorders
- Mentor and provide emotional/academic support to peers in the student athlete community
- Raise awareness, recruit potential members and promote a healthy lifestyle for all college students

## VOLUNTEER EXPERIENCE

### Outreach Volunteer

April 2021

Keep Alachua County Beautiful, Gainesville, FL

- Educated groups of 25-30 children in 4th and 5th grades about conservation and the environment
- Collaborated with volunteers to create interactive and fun activities to promote recycling

## SKILLS

- Computer: Microsoft Word, Excel, and Power Point; Adobe Photoshop and Illustrator
- Languages: Spanish (Native), English (Fluent)