

# FIRST NAME LAST NAME

San Francisco, CA ▪ (415) 422-1234 ▪ username@dons.usfca.edu ▪ www.linkedin.com/in/username

## EDUCATION

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### UNIVERSITY OF SAN FRANCISCO

San Francisco, CA

#### *B.S. Nursing*

*Expected May 2027*

- Cumulative GPA: 4.0
- Recipient of the Araoz Nursing Scholarship Award (Merit award of \$24,000 per year)
- Recipient of the Song Brown Scholarship for underrepresented backgrounds in Nursing (\$5,040 per year)

## EXPERIENCE

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### Paris Banh Mi

Elk Grove, CA

#### *Cashier/Barista*

*Jun 2022 – Aug 2023*

- Diligently managed daily cash register closure, consistently accounting for and ensuring an accurate daily cash collection of approximately \$900.
- Excelled in crafting and serving a diverse array of beverages as a skilled barista, consistently achieving a 98% customer satisfaction rate by delivering high quality teas, coffees, and specialty drinks according to the customer's preferences.

### Franklin High School

Elk Grove, CA

#### *Student Services Assistant*

*Oct 2022 – Apr 2023*

- Efficiently completed and organized the documentation for the incoming senior class of 600+ students while maintaining meticulous records and files.
- Collaborated with counselors to streamline the paperwork process of course selection night for incoming freshmen and their families, reducing average processing time by 25%.

### Elk Grove Unified School District

Elk Grove, CA

#### *Student Intern*

*Jun 2022 – July 2022*

- Assisted teachers and school administrators with fostering an enriching and creative summer learning environment for 400+ K-6 students. Initiated bonding activities and resolved conflicts to promote a sense of community and cohesion.
- Provided one-on-one support for 20+ students in improving their language proficiency and reading abilities by tailoring instructional approaches to individual needs, resulting in measurable improvements in reading and comprehension skills.

### Sit Lo Saigon

Elk Grove, CA

#### *FOH Shift Lead*

*Jun 2021 – May 2022*

- Demonstrated strong leadership skills by effectively overseeing daily operations, ensuring a seamless flow of cashier, barista, food running, and bussing activities, contributing to a 20% increase in positive customer feedback.
- Facilitated effective communication and teamwork among staff members during shifts, leading by example to maintain a positive work atmosphere and foster efficient service.

## EXTRACURRICULAR ACTIVITIES

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### Muscat Scholars Program

*July 2023 – Present*

- Participate in and actively contribute to a dedicated first-generation college student community aimed at providing essential resources for fellow first-generation students.
- Attend retreats, workshops, and cohort meetings to facilitate networking opportunities with faculty, staff, and alumni who were also first-generation college graduates to aid in personal and professional development.

### Vietnamese Student Association, Vice President/Co-Founder

*Aug 2021 – May 2023*

- Led the organization and execution of more than 10 volunteer events, involving ~150 volunteers, resulting in significant community impact and promoting a culture of communal engagement and collective giving.
- Choreographed a culturally significant dance performance, a first in the school's history, which garnered an audience of 400+ people, showcasing the richness of Vietnamese cultural heritage and fostering a sense of unity within the community.

### American Red Cross, Board Member

*Aug 2020 – May 2023*

- Generated engaging and visually appealing content for social media platforms, resulting in a 105% growth in follower engagement and club visibility.
- Engaged in successful fundraising campaigns, raising \$1000+ for charitable causes, and organized collection drives for those affected by natural disasters and healthcare workers during the Covid-19 pandemic.

## ADDITIONAL

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- **Skills:** BLS Certified, Vietnamese Language, Social Media (Instagram, TikTok, SnapChat)
- **Interests:** Cooking, Baking, Community Service, Vietnamese Culture, Concerts