

**ANDY JONES**

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 C (310) 825-4321 | ajones@yahoo.com

**EDUCATION**

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<b>University of California, Los Angeles (UCLA)</b> Bachelor of Arts, Economics, Computing Specialization	Los Angeles, CA Expected December 20XX
<b>Fresno City College</b> Associate of Science, Mathematics	Fresno, CA June 20XX

**RELEVANT COURSEWORK**

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- Systems Programming
- Modeling
- Compiler Construction
- Computer Architecture
- Network Fundamentals
- Artificial Intelligence
- Operating Systems
- Programming Languages
- Algorithms & Complexity

**COMPUTER SKILLS**

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- **Programming Languages:** HTML, XML, ASP, Visual Basic, PHP, Java, JavaScript
- **Operating Systems & Environments:** Windows 10
- **Application Software:** Microsoft Office 2013 (Word, Excel, PowerPoint, Access, Outlook, Publisher); Adobe Photoshop, Final Cut Pro

**PROJECT EXPERIENCE**

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<b>Computer Science Students Association (CSSA), UCLA</b> <i>Active Member</i>	Los Angeles, CA September 20XX- Present
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- Collaborate with 5 students on designing a digital chess game using artificial intelligence problem solving
- Design CSSA's homepage using HTML, XML, and Java

**VOLUNTEER EXPERIENCE**

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<b>Habitat for Humanity</b> <i>Volunteer</i>	Los Angeles, CA Summers 20XX, 20XX
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- Participated in local chapter's fundraising events and assisted with logistics, registration and set-up
- Designed marketing flyers utilizing Microsoft Publisher
- Created a short video of the chapter's accomplishments with Final Cut Pro ([www.abchh.com](http://www.abchh.com))
- Worked as a team with other college students and people from the community on building homes

<b>Camp Grow Summer Camp</b> <i>Recreation Assistant</i>	Fresno, CA Summers 20XX, 20XX
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- Organized and led arts and sports activities for 50+ children, ages 6-13 on daily basis
- Partnered with camp counselors and staff on managing conflicts, while providing a fun and safe environment
- Obtained CPR certification in order to respond to unexpected injuries or crises

**ACTIVITIES / HONORS**

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Computer Science Students Association, UCLA  
 Webmasters Student Group, UCLA  
 UC Regents Scholars, UCLA

## Fletcher Bowens

501 Westwood Plaza | Los Angeles, CA 90095 | C (310) 555-5555 | fbowens@ucla.net

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### EDUCATION

**University of California, Los Angeles, Los Angeles, CA**  
 Bachelor's Degree in Communications Expected June 20XX

Thomas Jefferson High School, Oakland, CA June 20XX

### LEADERSHIP EXPERIENCE

**Sproul Residential Hall, Los Angeles, CA**  
*Assistant Social Chair* September 20XX-Present

- 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.

**Thomas Jefferson High School Warrior Press, Oakland, CA**  
*Assignment Editor* September 200X-June20XX

- 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

**Steve Fisher's Steak and Eggs, Berkeley, CA**  
*Host* August 20XX

- 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.

### COMMUNITY SERVICE EXPERIENCE

**Rosemary Meadows Senior Center, Richmond, CA**  
*Volunteer* January 20XX-20XX

- 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.

### MEMBERSHIP

UCLA Undergraduate Business Society September 20XX-Present

### SKILLS

Proficient in MS Office Suite; Experience with Photoshop and Dreamweaver; Type over 75 wpm