

Tuffy Titan

City, State | Phone Number | Email | LinkedIn Profile URL/ePortfolio

EDUCATION

California State University, Fullerton

Expected: Month 20XX

Bachelor of Arts in Human Communications

Minor in Sociology

RELEVANT EXPERIENCE

Joya Scholars, Brea, CA

Month 20XX – Month 20XX

Elementary After School Program Intern

- Worked closely with small groups of elementary school students (grades 1-6) by facilitating activities and providing homework assistance
- Led educational enrichment such as socio-emotional and experiential learning activities designed by program lead
- Facilitated after-school homework support across multiple foundational subjects
- Collaborated with staff to create a safe, fun and high-quality program that fits the needs of students

California State University Fullerton, Center for Educational Partnerships, Brea, CA

Month 20XX – Month 20XX

Student Coordinator

- Collaborated with CSUF Staff and partner school(s) to assist students and parents with their academic preparation
- Promoted CSUF services to students and school staff
- Assisted center for Educational Partnership staff with activities and workshops
- Developed and facilitated student activities: campus tours, workshops, student panels, campus visits
- Prepared and maintained accurate records of activities with students

ADDITIONAL EXPERIENCE

Urban Outfitters, Brea, CA

Month 20XX – Present

Sales Associate

- Build rapport with customers by providing professional, courteous, and genuine service
- Maintain an awareness of all product knowledge information and merchandise promotions
- Support shipment processes to gain awareness of product including what is new and what is already on the floor
- Adhere to store's safety standards, inventory accuracy, reduction of product loss, and uphold all company policy

VOLUNTEER WORK

Big Brothers Big Sisters of Orange County, Brea, CA

Month 20XX – Present

Big Sister Mentor

- Mentor elementary and middle school youth through monthly 1 on 1 mentoring sessions to strengthen college and career readiness preparation
- Empower youth to overcome educational and economic barriers on the path to success
- Cooperate with fellow mentors and staff on developing effective mentoring strategies in order to help build strong mentee relationships

SKILLS

- Fluent in Vietnamese
- Conversational French
- Working knowledge of Microsoft Office (Word, PowerPoint, Excel, Outlook)