

Eva Highlander

Los Angeles, CA | (xxx) xxx-xxxx | ehigh056@ucr.edu | Personal Website URL/LinkedIn URL

PROFESSIONAL EXPERIENCE

Center for Social Innovation, Riverside, CA

Student Assistant

January 20xx – Present

- Provide high-level administrative and analytical support to the center's projects and research by working closely with the team and its partners to meet strict deadlines by utilizing organizing and research tools.
- Coordinate the logistical planning, staffing and managing of private and public events, trainings, workshops, and convenings from start to finish while using sound judgement and critical thinking to respond to unforeseen events.
- Maintain strong and professional communication with the team and external audiences verbally and through individual correspondence, email campaigns, and social media activity.
- Analyze, research and synthesize large amounts of data and information while utilizing policy analysis techniques to highlight and provide feedback on relevant projects and initiatives.

East Los Angeles City College, Monterey Park, CA

Instructional Aid & College Assistant

February 20xx – August 20xx

- Assisted students with the California Community College application process and with the on-boarding process including orientation, account activation, exam placement, photo identification and counseling appointments.
- Developed monthly student programming (i.e. diversity programs, seasonal events, academic events) including marketing placement distributions, event coordination and facilitation to further support student success.
- Maintained the PCC Rosemead webpage/co-wrote, co-edited, and disseminated PCC Rosemead newsletter.
- Administered student surveys, meticulous data collection, participated in research deliberation and interpretation.
- Completed purchase orders and requisitions via the on-line budget system for the site administrator.

EDUCATION

University of California, Riverside (UCR)

Bachelor of Arts, Public Policy

Expected June 20XX

Concentration: Economic Policy | Social, Cultural and Family Policy

East Los Angeles College

June 2018

Associate of Arts for Transfer, Sociology

SKILLS

Technical/Software: Microsoft Office, Google Drive, MacOS, Adobe Creative Suite, Wordpress, Canva, Mailchimp

Languages: English & Spanish fluency

LEADERSHIP EXPERIENCE

ASUCR (Associated Students of UCR), Riverside, CA

Transfer/Non-Traditional Students Director

June 20xx – June 20XX

Transfer/Non-Traditional Student Committee Member

October 20XX – June 20XX

- Advocated on behalf of incoming and current transfer and non-traditional students by hosting and attending weekly meetings and participating in other campus and university-wide conversations with students, faculty, and staff.
- Served as chair and prepared the agenda for the respective committee in accordance with the rules and guidelines outlined the ASUCR Constitution, its bylaws, and Roberts Rule of Order.
- Planned programming for the T/NT community while educating the campus about the needs and struggles of being a T/NT student; collected testimonials and other critical information to better assess the needs of the students.
- Authored ASUCR SR-F19-001: Resolution in Support of Advocacy and Outreach Efforts for the U.S. Census.

UCR School of Public Policy, Riverside, CA

Public Affairs Intern & Dean's Brand Ambassador

January 20XX – June 20XX

- Acted as an ambassador for the SPP's marketing, communications, and events campaign.
- Marketed the SPP to the campus and community through various platforms including planning and facilitating information sessions, social events, and online engagement.
- Demonstrated professionalism and clear communication when conducting email correspondence with internal and external audiences and for other in-person convenings such as public events and student/faculty programming.

Other headers to consider: Research Experience, Relevant Projects, Relevant Coursework, Honors & Awards