

# SCOTTIE HIGHLANDER

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## OBJECTIVE

To obtain the Front Desk Student Assistant position within the Financial Aid Office at UCR.

## EDUCATION

University of California, Riverside (UCR)

Expected June 2024

**Bachelor's of Science, Pre-Business / Bachelor's Degree in Progress (if you are undeclared)**

Beaumont High School (BHS), Beaumont, CA

June 2020

High School Diploma

## LEADERSHIP EXPERIENCE

Golf Team, BHS, Beaumont, CA

### Captain

August 2019 - June 2020

- Motivated the team during practice and competitions to play well and maintained a positive attitude to ensure other team members performed to the best of their ability
- Led the team of 6 golfers to conference championship in 2018 season
- Managed conflict among team members when the coach took a step back to allow the team to handle problems
- Established positive rapport with playing partners during each tournament by encouraging and uplifting player's successes
- Reviewed and upheld all United States Golf Association rules, with 100% accuracy, during tournaments and practices, setting a good example for other members

Associated Student Body (ASB), BHS, Beaumont, CA

### Member

August 2017 - June 2020

- Assisted in organizing and planning for prom including calling DJs, ordering food, decorating the facilities, confirming with chaperones, and finishing last minute tasks during the day of the event
- Attended weekly meetings to ensure that all events were on track to run efficiently
- Maintained excellent communication with 5 club faculty advisors to ask any questions allowing for smooth operations
- Staffed and monitored voting tables during election time to guarantee all 2000 students' votes were accurately recorded and represented

## SKILLS

**Computer:** Microsoft Office (Word, Excel, PowerPoint)

**Social Media:** Facebook, Twitter, Instagram

**Language:** Bilingual, English and Spanish (reading, writing and speaking)

## ACTIVITIES

**Volunteer,** Ronald McDonald House, Loma Linda, CA

January 2018 – Present

**Member,** Golf Team, BHS, Beaumont, CA

August 2017 - June 2020