

SCOTTIE HIGHLANDER

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Objective

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

Education

University of California, Riverside (UCR), Riverside, CA Expected June 2023
Bachelor's Degree in Progress

Beaumont High School (BHS), Beaumont, CA June 2019
High School Diploma

Leadership Experience

Golf Team, BHS, Beaumont, CA

Captain

August 2018 - June 2019

- Motivated the team during practice and competitions to play well, kept a positive attitude to ensure other team members performed to the best of their ability
- Led the team 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 2016 - June 2019

- 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 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 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 2017 - Present

Member, Golf Team, BHS, Beaumont, CA

August 2016 - June 2019