

Analyn Ocampo

Davis, CA 95616 | (559) 555-5683

Email: aocampo@ucdavis.edu

OBJECTIVE

Work study eligible undergraduate student seeking an on-campus job opportunity.

EDUCATION

Intended Major: Communication, Bachelor of Arts Degree

University of California, Davis

Expected Graduation: June 2027

RELATED COURSEWORK

Beginning Composition, Precalculus, Freshman Seminar: Ethnographic Performance, General Psychology, Children in the Garden (Enrolled Spring 2024)

SKILLS

Computer: Intermediate in Word, use of Internet search engines, Outlook and email in both PC and Mac platforms

Language: Fluent in spoken Tagalog (minimal written ability)

EXPERIENCE

Receptionist, T & T Electronics, Sanger, CA June 2023 - August 2023

- Created a welcoming atmosphere for mid-sized manufacturing firm.
- Managed Outlook calendars and schedules of four full-time sales staff, using effective communication skills.
- Organized and cleaned office to create efficient workspace and professional appearance.
- Ensured packages were mailed in a timely manner using the most cost effective carrier for the transaction.

Child Care Provider, Self Employed, Sanger, CA June 2021 - September 2023

- Provided safe, reliable care for children (infant to 12 years) in their homes.
- Effectively adapted communication style and planned activities to meet the developmental needs of children and create a positive experience.
- Partnered with parents to ensure consistency and clear boundaries with children.
- Built positive rapport and reputation for reliability, resulting in extensive referrals.

ACTIVITIES

- Member, UC Davis Intramural Volleyball September 2023 - Present
- Member, Sanger High School Marching Band August 2019 - June 2023