

# Alicia Monet White

52555 Some St., Apt 0000  
Van Nuys, CA 91405  
(818) 262-5555  
[goddesssss@gmail.com](mailto:goddesssss@gmail.com)

## Education

B.A., Psychology  
Minor: African-American Studies  
University of California, San Diego (UCSD)

*Graduation  
June 2008*

## Skills and Qualifications

- Able to multitask in a busy work environment
- Work effectively with a team or independently with little supervision
- Leadership and public speaking skills proven through involvement in student organizations
- Ability to produce quality work under tough deadlines
- Strong work ethic and organization skills
- Excellent communication skills
- Creative troubleshooter

## Freelance/Volunteer Work

### Workshop Facilitator

STD and Self Empowerment, BSU High school conference *2007*  
Self Empowerment, BSU High school conference *2006*  
Sexual Safety, Women's conference, UCSD *2005*  
Subconscious Sexual Assault, UCABC conference *2004*

## Experience

**Talent Scout / Sales Rep, Be Productions,** *Be Productions*  
Los Angeles, CA *Scout at A.P.*

*July 2008- May 2009*

- Collected and organized data
- Handled best interest of both the customer and company
- Planned and implemented of additions, deletions and major modifications to the supporting regional infrastructure
- Oversaw and directed junior innovators when necessary
- Set up necessary equipment for various projects
- Scout and registered perspective talent for screen test

### **Behavioral Therapist, Creative Behavioral Consultants**

Woodland Hills, CA

*December 2008- May 2009*

- Used Applied Behavior Analysis with autistic children
- Applied Discrete Trial Training, Task analysis, Chaining, Shaping and fundamental techniques of Applied Behavioral Analysis to increase cognitive, gross and fine motor, self-help skills, speech and language development, and socialization
- Documented patient care and progress
- Consulted with staff on therapeutic intervention

### **LEAD Program Coordinator, LEAD**

La Jolla, CA

*April 2007- June 2007*

- Updated and maintained Passport to Leadership transcript data base (entering workshop and student information)
- Compiled workshop evaluation summaries and sent thank you letters to the presenters
- Coordinated and marketed leadership development workshops
- Organized speakers, locations, and resources in order to successfully facilitate workshops
- Registered Participants
- Other miscellaneous work for the LEAD program (i.e faxing, copying, answering phones)

### **Vice President, Black Student Union, UCSD,** *Black Student Union*

La Jolla, CA

*May 2005- May 2006*

- Developed and maintained an internal system of communication and documentation within the executive board
- Networked with local colleges including SDSU, SDU, Mesa College, and San Diego City College to organize and implement structure, speakers, entertainment and focus of annual and weekly events
- Organized educational programs to inform UCSD community about the organization

**Alicia Monet (use Middle Name only if it is in your e-mail address) White**

52555 Some St., Apt 0000  
Van Nuys, CA 91405  
(818) 262-5555

g7ddess@gmail.com (have new, more professional email address)

Objective: Please describe what industry you desire to work in and how many years of experience you have that qualifies you to work in it. This will help to focus your resume a bit.

**Education** (You did not actually graduate so put "projected graduation date" or just include your education here. Many employers will confirm your graduation).

B.A., Psychology *Graduation June 2008*  
Minor: African-American Studies  
University of California, San Diego (UCSD)

**Skills and Qualifications Summary of Qualifications** (All of these are GREAT, but there are too many of them. Please choose 3 or 4 that speak directly to the industry you desire to work in).

- > Able to multitask in a busy work environment
- > Work effectively with a team or independently with little supervision
- > Leadership and public speaking skills proven through involvement in student organizations
- > Ability to produce quality work under tough deadlines
- > Strong work ethic and organization skills
- > Excellent communication skills
- > Creative troubleshooter

**Freelance/Volunteer Work**

**Workshop Facilitator**

- STD and Self Empowerment, BSU High school conference 2007
- Self Empowerment, BSU High school conference 2006
- Sexual Safety, Women's conference, UCSD 2005
- Subconscious Sexual Assault, UCABC conference 2004

**Employment Experience**

**Talent Scout / Sales Rep. Be Productions,**

Los Angeles, CA *July 2008- May 2009*

- > Collected and organized data (what kind of data?)
- > Handled best interest of both the customer and company (how?)
- > Planned and implemented of additions, deletions and major modifications to the supporting regional infrastructure (What kind of additions did you implement?)
- > Oversaw and directed junior innovators when necessary
- > Set up necessary equipment for various projects (what kind of equipment?)
- > Scouted and registered perspective talent for screen test
- > Didn't you increase the sales goals when you worked here? If so, can you provide a percentage?

**Behavioral Therapist, Creative Behavioral Consultants**

Woodland Hills, CA *December 2008- May 2009*

- > Used Applied Behavior Analysis with autistic children (this seems to be repetitive of the next bullet point)
- > Applied Discrete Trial Training, Task analysis, Chaining, Shaping and fundamental techniques of Applied Behavioral Analysis to increase cognitive, gross and fine motor, self-help skills, speech and language development, and socialization
- > Documented patient care and progress
- > Consulted with staff on therapeutic intervention

Formatted	... [1]
Formatted	... [2]
Formatted	... [3]
Formatted	... [4]
Formatted	... [5]
Formatted	... [6]
Formatted	... [7]
Formatted	... [8]
Formatted	... [9]
Formatted	... [10]
Formatted	... [11]
Formatted	... [12]
Formatted	... [13]
Formatted	... [14]
Formatted	... [15]
Formatted	... [16]
Formatted	... [17]
Formatted	... [18]
Formatted	... [19]
Formatted	... [20]
Formatted	... [21]
Formatted	... [22]
Formatted	... [23]
Formatted	... [24]
Formatted	... [25]
Formatted	... [26]
Formatted	... [27]
Formatted	... [28]
Formatted	... [29]
Formatted	... [30]
Formatted	... [31]
Formatted	... [32]
Formatted	... [33]
Formatted	... [34]
Formatted	... [35]
Formatted	... [36]
Formatted	... [37]
Formatted	... [38]
Formatted	... [39]
Formatted	... [40]
Formatted	... [41]
Formatted	... [42]
Formatted	... [43]

**LEAD Program Coordinator, LEAD**

La Jolla, CA

*April 2007- June 2007*

- Updated and maintained Passport to Leadership transcript data-base (entering workshop and student information)
- Compiled workshop evaluation summaries and sent thank you letters to the presenters (was the "thank you" letters an extra thing or a part of your job?)
- Coordinated and marketed leadership development workshops (How many workshops did you coordinate and market?)
- Organized speakers, locations, and resources in order to successfully facilitate workshops
- Registered Participants
- Other miscellaneous work for the LEAD program (i.e faxing, copying, answering phones)

**Vice President, Black Student Union, UCSD**

La Jolla, CA

*May 2005- May 2006*

- Developed and maintained an internal system of communication and documentation within the executive board
- Networked with local colleges including SDSU, SDU, Mesa College, and San Diego City College to organize and implement structure, speakers, entertainment and focus of annual and weekly events
- Organized educational programs to inform UCSD community about the organization
- **Freelance/Volunteer Work/Student Groups**
- **Workshop Facilitator**
- STD and Self Empowerment, BSU High school conference 2007
- Self Empowerment, BSU High school conference 2006
- Sexual Safety, Women's conference, UCSD 2005
- Vice President, Black Student Union, UCSD 2005
- Subconscious Sexual Assault, UCABC conference 2004

➤ Software: What software are you familiar with? (i.e. Microsoft Word, Excel, Powerpoint, etc?)

Formatted: Font: (Default) Times New Roman, 10 pt, No underline, Font color: Auto
Formatted: Font: (Default) Times New Roman, 10 pt
Formatted: Font: (Default) Times New Roman, 10 pt, No underline, Font color: Auto
Formatted: Font: (Default) Times New Roman, 10 pt
Formatted: Font: (Default) Times New Roman, 10 pt, No underline, Font color: Auto
Formatted: Font: (Default) Times New Roman, 10 pt
Formatted: Font: (Default) Times New Roman, 10 pt, No underline, Font color: Auto
Formatted: Font: (Default) Times New Roman, 10 pt
Formatted: Font: (Default) Times New Roman, 10 pt, No underline, Font color: Auto
Formatted: Font: (Default) Times New Roman, 10 pt
Formatted: ... [44]
Formatted: ... [45]
Formatted: ... [46]
Formatted: ... [47]
Formatted: ... [48]
Formatted: ... [49]
Formatted: ... [50]
Formatted: ... [51]
Formatted: ... [52]
Formatted: ... [53]
Formatted: ... [54]
Formatted: ... [55]
Formatted: ... [56]
Formatted: ... [57]
Formatted: ... [58]
Formatted: ... [59]
Formatted: ... [60]
Formatted: ... [61]
Formatted: Font: Not Italic
Formatted: ... [62]
Formatted: ... [63]
Formatted: ... [64]
Formatted: Font: Italic
Formatted: ... [65]
Formatted: No bullets or numbering
Formatted: ... [66]
Formatted: ... [67]
Formatted: ... [68]

**Alicia Monet**  
15555 Some St., Apt 000  
Van Nuys, CA 91405  
(818) 262-5555  
A\_monet@heremail.com

**Objective:** To assume the position where 4+ years of social youth development experience will add to your organization's social service goals.

**Education**

B.A., Psychology  
Minor: African-American Studies  
University of California, San Diego (UCSD)

*Projected Graduation  
Sept 2010*

**Summary of Qualifications**

- Work effectively with a team or independently with little supervision
- Leadership and public speaking skills proven through involvement in student organizations
- Strong work ethic and organization skills
- Creative Troubleshooter

**Freelance/Volunteer Work/Student Groups**

**Workshop Facilitator**

STD and Self Empowerment, BSU High school conference	2007
Self Empowerment, BSU High school conference	2006
Sexual Safety, Women's conference, UCSD	2005
Vice President, Black Student Union, UCSD	2005
Subconscious Sexual Assault, UCABC conference	2004

**Employment**

**Talent Scout / Sales Rep, Be Productions**

Los Angeles, CA

*July 2008- May 2009*

- Collected and organized data, i.e. client information, projected sales, actual sales.
- Planned and implemented more efficient major modifications to the supporting regional infrastructure, i.e. training programs for new employees, organized procedure for clients to smoothly run sales program, and pre-qualification system to prep data entry; Increased projected sales by 70%.
- Scouted and registered prospective talent for screen test; Oversaw and directed junior innovators when necessary.
- Set up necessary equipment for various projects, i.e. Camera, projector, microphone, registration tables, and screening tables for screen tests.

**Behavioral Therapist, Creative Behavioral Consultants**

Woodland Hills, CA

*December 2008- May 2009*

- Applied Discrete Trial Training, Task analysis, Chaining, Shaping and fundamental techniques of Applied Behavioral Analysis to increase cognitive, gross and fine motor, self-help skills, speech and language development, and socialization.
- Documented patient care and progress; Consulted with staff on therapeutic intervention.

**LEAD Program Coordinator, LEAD**

La Jolla, CA

*April 2007- June 2007*

- Updated and maintained Passport to Leadership transcript database.
- Coordinated and marketed 25 leadership development workshops by organizing speakers, locations, and resources.
- Registered Participants.
- Performed other miscellaneous work for the LEAD program, i.e faxing, copying, answering phones.

**Software:** Microsoft Word, Powerpoint, Outlook, Excel