

Talib Kweli

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OBJECTIVE

Seeking a Program Coordinator internship with Project Shine

EDUCATION

San Jose State University, San Jose, California

Bachelor of Arts degree, Anthropology, 05/20xx

Emphasis: Cultural Anthropology

GPA: 3.65

Class Project: Senior Immersion Project, 20xx

- Collaborated on a team of 9 to assist senior citizens to adapt to American culture and learn the English language
- Created lesson plans for a group of 3 clients to teach the U.S. history and civics needed to pass the citizenship exam
- Developed a guide to create lesson plans that will be used for future tutors

RELEVANT EXPERIENCE

Yu Ai Kai Japanese American Community Center, San Jose, CA

Coordinator, 06/19xx-07/20xx

- Recruit and train staff to assist service-learning team
- Administer and collect staff timesheets and documentation
- Assist staff with lesson plans and troubleshooting
- Created marketing campaign which resulted in a 10% increase in client base

ADDITIONAL EXPERIENCE

Islands Restaurant, Campbell, CA

Server/Cashier, 3/20xx-present

- Provide excellent customer service to a diverse clientele
- Maintained and organized supply inventory

City of San Jose, San Jose, CA

Park Ranger, 5/19xx-12/20xx

- Managed a team of 15 park aids to ensure customer satisfaction

ACTIVITIES

Anthropology and Behavioral Science Club, San Jose, CA

President, 20xx

- Chaired 25-member body representing academic department and student perspectives on curricular issues
- Participated in college-wide policy decisions concerning ethical issues on campus

SKILLS

Microsoft Office Suite- Word, Excel, PowerPoint, Access

Fluent in Japanese and English