

Talib Kweli
411 Information Way, San Jose, CA, 94111
(123) 456-7890

OBJECTIVE

Seeking an internship where I can utilize my talents and gain valuable knowledge as a Coordinator.

EMPLOYMENT HISTORY

- 3/20xx-1/20xx **Islands Restaurant**, Campbell, CA
Server/Cashier
Full service to guests which include, guest satisfaction, serving guests, and operating cash register.
- 5/19xx-12/20xx **City of San Jose**, San Jose, CA
Park Ranger (part-time)
Ensuring park is safe for visitors; Managing 15 park aides; Planned charity event which raised money for children in need.
- 7/19xx-4/20xx **Green Grocer**, Cupertino, CA
Clerk
Customer service, ensure that customers have quality experience shopping. Responsible for all aspects of cash handling and balancing.

EDUCATIONAL HISTORY

- 8/19xx- present **SAN JOSE STATE UNIVERSITY**, San Jose, California
Bachelor of Arts degree, Anthropology
Emphasis on Cultural Anthropology
- Class Project:** Service Learning
Worked with service learning project to help elderly immigrants adapt to American culture and learn English language. Created lesson plans that fostered learning.

SKILLS

Microsoft Office Suite- Word, Excel, PowerPoint, Access
Fluent in English and Japanese
Excellent Multicultural communication

ACTIVITIES

Anthropology and Behavioral Science Club, President
ESL Tutor, Yu Ai Kai Japanese American Community Center
Volunteer Basketball Coach, YMCA