

# ANTONIO P. GARCIA

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## Profile

A leader by example, able to work in hectic environments while maintaining an optimistic demeanor that lifts the spirits of others. Very resourceful and great in situations where multiple tasks must be completed simultaneously. Have always been interested in how and why things work. Consequently proficient in evaluating organizations, operations, people and relationships from a bird's-eye view and making adjustments towards harmony and efficiency.

## Education

University of Maryland, Baltimore County (UMBC)

May 20xx

Major: English; Minor: Psychology, Writing

(GPA: 3.2/4.0)

- Worked 25-35 hrs/wk. since 2006 while maintaining full course load

## SKILLS SUMMARY:

### Writing and Editing:

- Experienced in creative non-fiction and academic non-fiction writing, as well as technical editing
- Wrote a book-series treatment about topics in modern science for Sterling Publishing Co., in which research and possible ideas were brought together into a short, 10 page proposal
- Acted as a reporter on topics assigned by the Editor of the Op/Ed section of the university's weekly newspaper
- Recorded accurate dialogue of SGA Senate meetings; kept an organized archive of weekly minutes

### Resourcefulness and Leadership:

- Collaborated with other students on Student Events Board (SEB) to plan recreational, social and educational programs for UMBC's 9,000 students
- Brainstormed possible improvements for First Year Students and put on events through a small committee called First Year Council (FYC)
- Fraternity pledge class president (Pi Kappa Phi Fraternity)

### Communication and Human Relations:

- On staff of 12, handle approx. 4,000 on-campus students residential maintenance concerns
- Provide specialty coffee drinks with superior customer service at fast-paced Starbucks
- Facilitated golfers starting tee times while supervising practice facilities and golf carts at semi-private golf club

## Relevant Experience

Barista – Starbucks

Aug. 20xx – Present

Maintenance Assistant – UMBC, Residential Life

Aug. 20xx – Present

Writer – UMBC, The Retriever Weekly

Sept. 20xx- Nov. 20xx

Writer – Sterling Publishing Co.

Summer 20xx

Orientation Peer Advisor – UMBC, Admissions

Summer 20xx

Student Events Board – UMBC, Office of Student Life

Sept. 20xx – May 20xx

Student Government Secretary – UMBC, Office of Student Life

Sept. 20xx – May 20xx

Outside Operations – Maryland National Golf Club

Summer 20xx – 20xx

## Other Experience

Pi Kappa Phi Fraternity

Spring 20xx - Present

First Year Council – UMBC, Office of Student Life

Sept. 20xx – May 20xx

## Computer Skills

Proficient in Microsoft Word, Excel, PowerPoint, Photoshop and HTML (CISCO certified)