

Miguel Santos

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EDUCATION

University of California, Irvine

June 20XX

B.A. Psychology

Minor, Criminology, Law & Society

GPA: 3.50; Dean's Honors List, 3 quarters

Santa Ana College

May 20XX

Associates of Arts, Psychology

GPA: 4.0

EXPERIENCE

Creative Solutions for Hope, Costa Mesa, CA

March 20XX- Present

ABA Behavior Therapist

- Provide one-on-one behavior therapy to children ages 3-8 with Autism, using Applied Behavior Analysis (ABA) techniques to teach communication, social, and daily living skills in home and community settings.
- Collaborate with 3 clinical supervisors to implement individualized treatment plans, track client progress, and adapt strategies to support developmental goals.

University of California, Financial Aid & Scholarships, Irvine, CA

May 20XX - Present

Financial Aid Peer Adviser

- Deliver front-line customer service to students, families, and campus visitors by providing accurate financial aid information via phone, email, chat, and in-person interactions, while maintaining confidentiality to FERPA guidelines.
- Support office operations and campus-wide financial aid events by completing administrative tasks within a high-volume, fast-paced office setting.

LEADERSHIP

Men's Ultimate, Irvine, CA

September 20XX - Present

Co-President

- Lead and organized all club operations, including practice scheduling, recruitment and tournament logistics.
- Foster team growth and cohesion by coordinating travel, managing communications, and mentoring 30+ new players.

Criminology, Law and Society Club, Irvine, CA

September 20XX - June 20XX

Secretary

- Coordinated and maintained detailed meeting agendas, notes, and internal communications to ensure effective collaboration among 95+ club members and leadership.
- Facilitated 3 guest speakers, 4 networking events and weekly member engagement.