

Transfer and Re-Entry Student Resume

Some transfer and re-entry students may have extensive experience outside of the University. This example highlights a chronological format. To determine the best format for your experience, please see an advisor at the ICC.

Peter Karaolanis

pnkaraolanis@ucdavis.edu | (831) 555-1984

OBJECTIVE

A career position teaching English as a second language

EDUCATION

University of California, Davis June 2018

Bachelor of Arts in Linguistics with a Minor in Japanese

Defense Language Institute, Monterey, CA December 2011

Associate of Arts in Arabic

SKILLS

Leadership	Technologically Proficient	Curriculum development
Language Instruction	Classroom Management	Communication Skills

EXPERIENCE

Veteran Peer Advisor September 2017 - Present

Internship and Career Center, UC Davis Davis, CA

- Provide individual advising to student veterans on job and internship search, resumes and cover letters
- Apply communication skills daily to help a diverse population, including second language learners

Language Analyst, Petty Officer 2nd Class (CT12) December 2011 - May 2016

United States Navy Fort Gordon, GA

- Translated Arabic multimedia to English to meet the demands of government agencies
- Provided intelligence products for multi-national agencies
- Worked in an office with two tiers of leadership, civilian and military
- Experienced with Microsoft Office suite, Google suite, and Adobe CS6 Master suite
- Led a team to produce intelligence reports and reviewed evaluations of employees
- Handled classified information up to Top Secret, and held TS/SCI clearance

Volunteer Lab Assistant September 2009 - May 2010

Mercy Hospital Sacramento, CA

- Assisted in animal research studies and worked with a diverse team to prepare animals pre-surgery
- Selected and mixed medications; use unit conversions to match weight and species of the animal

LANGUAGES

Arabic (fluent) Japanese (intermediate) Spanish (limited conversational)

VOLUNTEER

Facilitator, Kaiwa (Japanese/English) Conversation Sessions, UC Davis

- Lead groups of up to 10 language learners in practicing grammar and pronunciation

Instructor, U.S. Naval Sea Cadet Corps

- Taught high school and junior high age children leadership.

Language Educator, English instruction to immigrant Libyan elementary-age children

- Taught low income immigrant students basic English language skills

AWARDS

Joint Service Achievement Medal

National Defense Medal

Good Conduct Medal (2x for 6 years of disciplined service)