

OLIVIA SMITH

Peer Mentor

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Seasoned Peer Mentor with 7 years of experience dedicated to empowering students through personalized guidance. I foster a culture of resilience and academic excellence by creating supportive networks and facilitating access to essential resources. My commitment to nurturing individual growth and fostering community ensures every mentee can navigate challenges and achieve their aspirations.

WORK EXPERIENCE

Peer Mentor/Representative

📅 Jan / 2020-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Organized and led social and educational activities for participants, enhancing community engagement and personal development.
2. Developed and managed an effective communication system, ensuring all participants received timely updates and support resources.
3. Assisted students in becoming familiar with university resources, advising and referring residents to appropriate services as needs arose.
4. Facilitated study groups that improved academic performance, with a 20% increase in grades among participants.
5. Met individually with students daily and submitted weekly reports to the coordinator, tracking progress and addressing concerns.
6. Maintained formal and informal interactions with students to foster a supportive community.
7. Collaborated with program coordinators and peer mentors to enhance program effectiveness and student engagement.

Peer Mentor/Representative

📅 Jan / 2018-Jan / 2020

Crescent Moon Design

📍 Portland, OR

1. Presented programs to large groups of incoming and future students, fostering a welcoming environment.
2. Facilitated group discussions to showcase teamwork and life as a first-year college student.
3. Assisted first-year experience professors by providing advice and creative support tailored to student needs.
4. Maintained positive relationships with first-year students, ensuring they felt supported and engaged.
5. Completed a semester internship with McNeil Home Services, enhancing skills in collaboration and compassionate care.
6. Coordinated staff meetings and organized confidential records for young women facing behavioral challenges.
7. Developed workshops to educate students on available resources and support services.

EDUCATION

Bachelor of Arts in Psychology

📅 Jan / 2016-Jan / 2018

University of Random City

📍 Chicago, IL

Focused on understanding human behavior and developing effective communication skills.

SKILLS

Interpersonal Communication



Active Listening



Conflict Resolution



Cultural Competence

