

JOSHUA GARCIA

First Year College Student

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📍 Cambridge, MA

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EDUCATION

B.A.

Psychology

Harvard University

📅 August 2022 - current

📍 Cambridge, MA

SKILLS

- Critical Thinking
- Problem-Solving Skills
- Empathy
- Microsoft Office
- Google Suite

HOBBIES

- Playing the piano
- Listening to music
- Homeless shelter volunteer

CAREER OBJECTIVE

Highly motivated and empathetic psychology student seeking an office assistant position at Kendall Psychological Associates. Excited to use critical thinking and admin skills to assist mental health professionals while gaining hands-on experience in a clinical setting.

PROJECTS

#BreakTheStigma

Moderator

📅 August 2022 - current

- Promoted a supportive community environment by providing empathetic responses to user posts dealing with personal mental health issues
- Worked with 5 moderators and launched social media campaigns that **increased engagement by 158% over 3 months**
- Used Google Suite to manage and coordinate team schedules and tasks, improving team efficiency by 27%
- Employed Microsoft Excel to track and analyze user engagement data and provide actionable insights to the campaign management team

Keys to the Future

Event Planner

📅 January 2023 - March 2023

- Coordinated and executed 4 classical piano music events, promoting the study and performance of the genre
- **Boosted event attendance by 36%** by working with the marketing team to strategize and promote events with flyers and social media
- Ensured high-quality performance at each event by coordinating with musicians, sound engineers, and other personnel
- Conducted post-event surveys via Google Forms, collecting feedback from attendees to improve future events

Santa's Workshop

Gift Coordinator

📅 September 2022 - December 2022

- Successfully raised \$16,000 for gift purchases by organizing local fundraising events
- Negotiated with toy manufacturers and retailers to secure donations, resulting in a 33% increase in gift volume
- **Reached 2,200+ children** by working with local community organizations and shelters to identify children in need
- Leveraged Google Calendar to schedule gift delivery dates and times, ensuring timely deliveries during the busy holiday season