

# JOSEPH GAUCHO

Santa Barbara, CA | (805) 555-5555 | insert email here

## EDUCATION

**University of California, Santa Barbara**  
*Bachelor of Arts in Global Studies, GPA 3.80*

Santa Barbara, CA  
Expected June 2026

## EXPERIENCE

**City of Goleta**  
*Media Intern*

Goleta, CA  
April 2025-Present

- Coordinate all reports, fact sheets, and policy briefs, including editing, layout in InDesign and printing
- Maintain and track online content. Coordinate and upload content to website, Facebook and Twitter
- Utilize analytical tools to determine the success of the city's web efforts
- Compile and send informational email blasts and media alerts, and maintain web-based mailing lists

**Center for Community Change**  
*Fundraising & Operations Intern*

Santa Barbara, CA  
September 2024-March 2025

- Ordered supplies and managed relationships and contracts with vendors and office service providers
- Maintained, upgraded and conducted IT troubleshooting for office equipment and staff computers.
- Organized office events and assisted with planning of program conferences, including preparation of materials
- Planned and executed logistics for a two-day board meeting. Prepared all materials for the meeting and was responsible for recording minutes
- Served as liaison to the accountant. Tasks included preparing invoices and wire transfers, reconciling credit card statements and processing deposits

**Community Service International Corporation**  
*Program Intern*

Santa Barbara, CA  
January 2024-June 2024

- Assisted the Finance Director by tracking bills, processing credit card receipts, and filing financial documents
- Supported the Director of Communications by tracking and recording traffic on the website and social networking sites, live streaming events held in the office and coordinating and updating press lists
- Maintained the Salesforce database by adding and updating contacts for seamless delivery of publications
- Ensured smooth office operation by restocking office supplies, screening and directing calls, and preparing the office for events
- Translated written materials from English to Spanish and Spanish to English for publication on the company's website and/or distribution to donors

## VOLUNTEER AND LEADERSHIP EXPERIENCE

**Pre-Law Society at UC Santa Barbara**  
*Secretary*

Santa Barbara, CA  
October 2024-March 2025

- Coordinated law school presentations, LSAT study review sessions
- Developed professional development events for members

**Isla Vista Elementary School**  
*Volunteer*

Santa Barbara, CA  
June 2023-October 2023

- Oriented groups of five to twenty new volunteers three times per week to the work they would be performing
- Created a curriculum for volunteers to use in teaching students

## SKILLS

- MS Office Suite, Adobe Creative Suite
- French (proficient) and Spanish (advanced)