

GABRIELLE RUIZ

[LinkedIn](#) • gabrielle.ruiz@berkeley.edu • (559)2938716

EDUCATION

University of California, Berkeley

- Bachelor of Arts in Psychology & Legal Studies (*Expected Graduation: Dec 2027*)

Berkeley, CA
Jan 2026 - Present

Clovis Community College

- Associate of Science in Biological Sciences (*Magna Cum Laude*)
- Associate of Arts for Transfer in Psychology
- Associate of Science for Transfer in Administration of Justice

Fresno, CA
Aug 2023 - May 2025

EXPERIENCE

Student Intern - Student Senate for California Community Colleges

- Utilized Google Workspace to track outreach, manage records, and support internal coordination.
- Brought direct student government leadership experience through advocacy work, meetings, and policy-related initiatives.
- Communicated professionally through public speaking, tabling, email, phone, and networking with students and administrators.
- Demonstrated high dependability by responding promptly to emails, calls, and texts, and attending meetings punctually.
- Supported inclusive student engagement efforts and fostered collaboration among diverse student leaders.

Hybrid
Nov 2025 - Present

Academic Counseling Student Aide - Clovis Community College

- Communicated clearly and professionally with students, staff, and faculty through in-person, over-the-phone, and written correspondence to resolve inquiries and provide information.
- Managed multiple tasks simultaneously, including scheduling appointments, processing paperwork, and responding to walk-ins, while meeting deadlines and maintaining efficiency in a fast-paced office environment.
- Processed and filed confidential student paperwork physically and electronically with attention to detail.
- Interpreted and followed written and verbal instructions, policies, and workflows to complete assignments independently and collaboratively as part of a team
- Responsible for training and providing ongoing support to new employees by answering questions and monitoring work quality.

Fresno, CA
Aug 2023 - Jul 2025

HONORS & AWARDS

- Miller Scholar, UC Berkeley Miller Scholars Program
- 2025 Natural & Health Sciences Dean's Medalist, Clovis Community College
- President's Volunteer Service Award

Aug 2025
May 2025
May 2023

KEY COMPETENCIES

- Google Workspace, Microsoft Office, Slack
- Trauma-Informed Communication
- Writing, Listening, & Verbal Communication
- Problem-Solving Skills
- Accurate Data-Entry
- Confidential Data Handling
- Attention to Detail & Accuracy
- Adaptability
- Excellent organizational abilities
- Time Management