**Michael Pepperdine**

24255 Pacific Coast Highway #1000  Malibu, CA 90263

(310) 506-4000  michaelpepperdine@pepperdine.edu

**EDUCATION**

**Pepperdine University Malibu, CA 2014-Present**

Major: Business Administration Expected April 2018

* **Activities**: Step Forward Day, Colleges Against Cancer

**Santa Monica High School Santa Monica, CA 2010-2014**

* **GPA** 3.8/4.0
* **Honors & Awards**: National Honor Society, AP Scholar Award, Scholar-Athlete Award
* **Activities**: Senior Class Ambassador (2013-2014), Tennis Team (2012-2014)

**EXPERIENCE**

**Riviera Country Club Pacific Palisades, CA June-September 2014**

**Office Intern**

* Managed member contact information on Excel spreadsheet to facilitate data retrieval
* Organized historical documents to improve organization’s archival process
* Helped train new staff members and provided exceptional customer service to all patrons

**YMCA Summer Camp Santa Monica, CA June-August 2013**

**Camp Counselor**

* Prepared and led educational activities for group of 15 children, ages 8-12
* Collaborated with a team of 8 counselors to coordinate group activities
* Obtained certification in First Aid and CPR to provide support in emergency situations

**Santa Monica Middle School Santa Monica, CA September-June 2013**

**Tutor**

* Provided individual and group instruction to students in math, science, and writing
* Met weekly with teachers to define learning objectives and assess progress for each student
* Created original teaching strategies to improve students’ performance

**LEADERSHIP & COMMUNITY INVOLVEMENT**

**Lead Coordinator**,Meals on Wheels, Los Angeles, CA **2012-Present**

**Member,** Rotaract Club, Pepperdine University, Malibu, CA **2014-Present**

**Volunteer,** Santa Monica Adult Day Center, Santa Monica, CA  **2013**

**SKILLS**

**Computer**: Proficient in Mac/PC and Microsoft Word, Excel, PowerPoint

**Language**: Spanish (Basic in reading, writing, and speaking)