

# Dylan Kim

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2780 Enterprise Road Reno, NV 89512

EDUCATION

August 2024 - Present

University of Nevada, Reno

Bachelor of Science, Psychological Science

Minor: Information Systems

Expected Graduation: May 2028 | GPA: 3.70

RELEVANT EXPERIENCE

Clark County Parks and Recreation

June 2022 - Present

Recreation Assistant

- Coordinated daily activity schedules for groups K-12 students, ensuring smooth program operations for large leadership camp program
- Created and maintained organized documentation, including program concerns, participant records, and facility logs
- Collaborated with multidisciplinary team creating structured programs, demonstrate early project ownership and creation
- Adapted to program needs, developing time management and prioritization skills

University of Nevada, Reno

July 2025 - August 2025

Nevada Fit Mentor

- Led onboarding support for incoming first-year students, helped them navigate campus resources, deadlines, and program facilities
- Provided group guidance and individual mentorship, improving communication and leadership skills for project management positions
- Coordinated small-group schedules and activities, adapting to multiple campus changes and facilities

LEADERSHIP & EXTRACIRCULAR ACTIVITIES

Alpha Phi Gamma National Sorority Inc.

November 2024 - Present

Active Member

- Planned and facilitated meetings, workshops, and social events
  - Created and analyzed logistics, budgeting, and event execution
  - Maintain outreach and relationships with on-campus and community organizations, strengthening engagement and relations
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## **MANAGEMENT & TECHNICAL SKILLS**

- Project coordination ~ Task tracking & fundamentals
- Process documentation ~ Organizing reports
- Cross-functional communication ~ Consumer feedback & support
- Microsoft Office Suite (Excel, Word, PowerPoint)
- HSI Adult First Aid & CPR AED All Ages Certified