

# Melanis Stepanian

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## Melanis Stepanian

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## Skills

Proficient in Microsoft Office: MS Word, MS Powerpoint, and MS Excel

Experienced in ArcGIS and Adobe Illustrator

Fluent in Armenian

Very friendly, positive, caring, and easy-going.

Team-building skills and Leadership skills

Trained and experienced soccer coach and referee

Cashiering Background

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## Experience

### American Youth Soccer Organization volunteer

January 2012-2019, La Canada

Refereeing, Registering, Coaching

### Rose Bowl Float

December 2013, December 2014, La Canada

Participated in float competition amongst other communities ( Los Angeles). Responsible for assembling the La Canada float.

### Be the Change Club

October 2014- May 2016, La Canada

Organize clothing drives and meals for the homeless within nearby cities

### Best Buddies Club

October 2014- May 2018, La Canada

Working with the special needs students at school

### American Youth Soccer Organization Girls U10 Coach

August 2016-May 2018, La Canada

Having a one-on-one experience with 8/9-year-old girls and teaching them essential skills. Learned how to adapt and work on team-building skills.

### Panda Express

April 2017-August 2018, La Canada

Having the opportunity to connect with my community by serving food, working at the register, and controlling the quality of food.

### **Jane's Cakes**

May 2017-August 2017, La Canada

Having the opportunity to connect with my community by selling cake and chocolate products while working on the register and the floor in a family-owned business, learning how to order and stock products.

### **American Planning Students Association: Executive Board Member**

September 2018- Present, Pomona

First-year representative (2018), Second-year representative (2019). Taking input from the Urban and Regional Planning major students, like myself, in order to make the members of the club and everyone in the major feel more comfortable.

### **GoHuman Event: Illuminate Riverside**

December 2018, Riverside

Volunteering with SCAG (Southern California Association of Governments) to aid in setting up and running an event in order to increase walkability.

### **Sheraton Hotel**

December 2018- Present, Pomona

Working in the Club Lounge, serving breakfast or hors d'oeuvre while engaging in conversation with guests in order to make their stay, and future stays, exceptional.

### **Welcome Week Mentor**

August 2019, Pomona

Guiding a group of 20-25 students during their first week of living on campus at Cal Poly Pomona. Responsible for creating an inclusive and welcoming environment while sharing my knowledge of the campus. Helping those students who may be feeling homesick or out of place have an easier transition.

### **Programming Student Assistant**

December 2019- Present, Pomona

Working in Housing Services at Cal Poly Pomona in order to plan events for students on campus while following specific objectives. Planning large scale events and working with a budget. The main event we plan is Welcome Week where we welcome first-time residents to the campus with a series of exciting events.

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## Education

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### La Canada High School

September 2014 -May 2018, La Canada

General Education Diploma

### California Polytechnic University, Pomona

August 2017 -Present, Pomona

Majoring in Urban and Regional Planning, projected to graduate in 2022

### Welcome Week Training

August 2019, Pomona

Learning about inclusivity within our language and how microaggressions may affect a person. Discovered types of personalities and how to recognize them in the new students.

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## Awards

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### Anthony Robbins Seminar- Unleash the Power Within

June 2015, San Jose

Youth leadership scholarship

### La Canada Girls Water Polo Junior Varsity MVP (Most Valuable Player)

November 2015-February 2016, La Canada

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## Activities

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### American Youth Soccer Organization Player

August 2005-Present

### Best Buddies Club

October 2014- May 2018

### Be the Change Club

October 2014- May 2016

### Junior Varsity Girls Water Polo/ Team Captain

November 2014- May 2018

### Varsity Girls Water Polo

November 2015

### American Youth Soccer Organization Girls Under 10 Coach

August 2016-Present