**Ronald Adrian Legaspi**

7116 West 91st Street | Los Angeles, CA 90045 | (323) 482-6701 | rlegaspi@lion.lmu.edu

**EDUCATION**

Loyola Marymount University (LMU), Los Angeles, CA  **Expected May 2016**

**Bachelor of Science, Biology**

**Loyola High School (LHS), Los Angeles, CA June 2012**

Graduate with Highest Honors, CSF Lifetime Member Highest Honors & Cum Laude Society

**Saint Dominic Elementary School, Los Angeles, CA May 2008**

Graduate with Academic Excellence in All Subjects

**WORK EXPERIENCE**

In-N-Out Burger Store 140, Los Angeles, CA

**Store Associate July 2015 – Present**

* Provide superior customer service and interact productively with co-workers
* Operate store equipment effectively and safely to complete assigned tasks in a timely manner
* Follow the directions and finish assigned work at a prescribed time from a supervisor or higher level associate
* Maintain a clean work environment and a spotless, sparkling dining area for customers
* Assist store associates and customers when available
* Report any and all complaints, suggestions, and feedback to the shift supervisor or store manager

Loyola Marymount University Student Housing Office, Los Angeles, CA

**2nd-Year Life Science Early Awareness Program Resident Advisor August 2014 – May 2015**

* Mentored and advised new Resident Advisors in the building about roles and expectations
* Planned, organized and led a number of social, volunteer, and educational activities for LEAP members
* Aided LEAP supervisor in college integration classes specifically designed for LEAP members
* Developed community within in the wing/floor/building through the planning and implementation of programs
* Enforced the policies written in the LMU Community Standards and ensure safety of residents when on duty rotations
* Acted as a Campus Security Authority by reporting crimes witnessed and reported by a third-party
* Facilitated monthly floor meetings and be available as a resource for residents
* Participated weekly 2-hour building staff meetings and bi-weekly 1-hour 1-on-1 supervisor meetings

Burns Recreation Center at LMU, Los Angeles, CA

**Front Line Student Assistant August 2014 – November 2014**

* Maintained the different facilities of the recreation center including the fitness center, pro shop, and front desk
* Assisted patrons with questions and inquiries about the facilities and the fitness programs
* Balanced multiple tasks that may involve wiping down machines, washing towels, and re-racking weights
* Performed duties as instructed by the Burns Rec. Center supervisors and managers

Loyola Marymount University Student Housing Office, Los Angeles, CA

**Front Desk Student Assistant August 2014 – May 2015**

* Engage with residents and work with Resident Advisors to promote and to participate in building programs
* Greet residents and guests who are walking in and out of the residence hall
* Check in guests with the resident host present during the established Front Desk hours
* Enforce the policies written in the LMU Community Standards and notify Resident Advisor on Duty if necessary
* Address student concerns and questions readily

Experium Science Academy, Hawthorne, CA

**Science Educator Intern February 2014 – May 2014**

* Assisted instructors in implementing programs about biology, chemistry, physics, environmental science, etc.
* Worked one-on-one with students on experiments and laboratory activities
* Collaborated with high school/college interns on various tasks in the work place
* Contributed to the set up of laboratory experiments and the clean up of work stations and experiment materials
* Developed and troubleshot new experiments with the consent of instructors
* Instructed a class in the event that an instructor is unavailable

Loyola Marymount University Student Housing Office, Los Angeles, CA

**Front Desk Student Assistant January 2014 – May 2014**

* Greeted residents and guests who are walking in and out of the residence hall
* Checked in guests with the resident host present during the established Front Desk hours
* Enforced the policies written in the LMU Community Standards and notify Resident Advisor on Duty if necessary
* Addressed student concerns and questions readily

Loyola Marymount University Student Housing Office, Los Angeles, CA

**1st-Year Life Science Early Awareness Program Resident Advisor August 2013 – May 2014**

* Planned, organized and led a number of social, volunteer, and educational activities for LEAP members
* Aided LEAP supervisor in college integration classes specifically designed for LEAP members
* Developed community within in the wing/floor/building through the planning and implementation of programs
* Enforced the policies written in the LMU Community Standards and ensure safety of residents when on duty rotations
* Acted as a Campus Security Authority by reporting crimes witnessed and reported by a third-party
* Facilitated monthly floor meetings and be available as a resource for residents
* Participated weekly 2-hour building staff meetings and bi-weekly 1-hour 1-on-1 supervisor meetings

Burns Recreation Center at LMU, Los Angeles, CA

**Front Line Student Assistant August 2012 – November 2013**

* Maintain the different facilities of the recreation center including the fitness center, pro shop, and front desk
* Assist patrons with questions and inquiries about the facilities and the fitness programs
* Balance multiple tasks that may involve wiping down machines, washing towels, and re-racking weights

Disability Support Services (DSS) at LMU, Los Angeles, CA

**Note Taker September 2012 – December 2012**

* Attend General Chemistry Laboratory class (CHEM 111) on Thursdays from 1:35 pm to 5:25 pm
* Write detailed and concise notes during the lecture and in the laboratory experiments conducted in the class
* Deliver the notes by email or photocopy to DSS in order to assist a student with a disability

Vector Marketing Pasadena Office, Pasadena, CA

**Advanced Sales Representative June 2012 – Aug. 2012**

* Set appointments with prospective customers (personal contacts and referrals) to present Cutco products
* Provided a demonstration that highlighted the qualities of Cutco compared to other brands of cutlery
* Committed to attend training sessions and office meetings with Cutco Sales Professionals twice a week
* Sold over $5000 worth in Cutco products with an average order of around $300

Personal Tutor, Los Angeles, CA

**Student Tutor September 2011 – December 2012**

* Advised an 8th grade student in mathematics and English preparation for the High School Placement Test
* Instructed him to focus on his coursework in school and to involve himself in extracurricular activities
* Planned a weekly study schedule

**VOLUNTEER/SERVICE EXPERIENCE**

Loyola Marymount University Magis Service Organization, Los Angeles, CA

**Member March 2014 – Present**

* Attend general meetings with members of the organization on weekly basis
* Serve on campus and off campus at various service placement sites around Los Angeles: Lennox Middle School, Verbum Dei High School, Blessed Sacrament Church, and Good Shepherd Shelter
* Commit to at least 25 hours of community service per semester at the service placement sites and on campus
* Participate in special events held throughout the year: Homelessness Awareness Week, 48 Hour Run/Walk, MLK Day of Service, and Fall/Spring Better World Books

Loyola Marymount University El Espejo Service Club, Los Angeles, CA

**Student Head Mentor September 2013 – Present**

* Mentor two to four 6th grade students of Lennox Middle School that participate in the El Espejo after-school program
* Develop personal relationships with the students and act as a role model to students
* Motivated students to continue with their education and to pursue advancement into high school
* Plan activities to engage students physically, mentally, and socially
* Handle all questions, concerns, and issues of general club members as the Head Mentor for Thursday Mentors

Saint Ignatius of Loyola School, Los Angeles, CA

**Teacher’s Assistant January 2012**

* Served 75 hours as a teacher’s aide for the underprivileged Catholic school of St. Ignatius in Highland Park, CA
* Assisted Kindergarten teachers in mathematics, English, reading, science, art & physical education classes
* Developed personal relationships with the students through in-class and afterschool activities

Loyola High School Placement Test Prep Program, Los Angeles, CA

**Tutor/Supervisor October 2008 – January 2012**

* Served as a tutor for 8th grade students attending inner-city Catholic schools as part of Loyola’s HSPT tutoring program held during the months of October through January of each academic year
* Mentored groups of 4-5 students in the concepts covered on the HSPT, including mathematics and English
* Counseled the students on interviewing and test-taking skills

Saint Dominic Hope Dinner, Los Angeles, CA

**Kitchen & Dinner Supervisor October 2008 – August 2012**

* Committed every Friday from 3 pm to 7 pm in order to serve in the soup kitchen program at St. Dominic Church
* Collaborated with other volunteers to set up the dining hall with tables, chairs, placemats & flatware
* Assisted in the preparation of the salad, dinner & dessert to be served to the homeless and poor guests
* Supervised the volunteers while they conducted the tasks of cooking, serving the meals, and cleaning up

**Sack Lunch Program Volunteer Supervisor October 2008 – August 2012**

* Committed every Thursday from 6 pm to 7 pm in order to make sandwiches for the lunch program
* Facilitated the process of organizing sack lunches with ham & cheese sandwiches, chips, cookies & drinks
* Connected with members of the youth ministry

**Saint Dominic Parish of Eagle Rock, Los Angeles, CA June 2010 – August 2012**

*Youth Ministry Confirmation Leader*

* Led youth (16 yrs. – 18 yrs. of age) into understanding the moral values and teachings of the Catholic Church to better prepare them for the Sacrament of Confirmation

*Eucharist Minister*

* Assisted in the distribution of the Eucharist at mass every Sunday during the 5pm mass

*Usher*

* Greeted parishioners and guest into my parish, collected donations from the congregation, and helped people to open seats.

**LEADERSHIP/INVOLVEMENT**

Loyola Marymount University Magis Service Organization, Los Angeles, CA

**El Espejo Coordinator March 2014 – January 2015**

* Report to the Magis VP of Service and Social Justice
* Maintain contact with the placement site coordinator and the El Espejo Executive Board
* Update Magis members about news and events relating to El Espejo

Loyola Marymount University El Espejo Service Club Executive Board, Los Angeles, CA

**Secretary****January 2014 – December 2014**

* Attend weekly Executive Board meetings and support the President and VP in club operations
* Communicate any announcements and messages to the general club members
* Handle all questions, concerns, and issues of general club members as the Head Mentor for Thursday Mentors
* Commit 2 hours (3:30PM – 5:30PM) every Thursday as a head mentor at Lennox Middle School

**Publicity & Historian Chair** **September 2013 – December 2013**

* Attended weekly Executive Board member meetings to discuss the El Espejo program
* Assisted in the planning, execution, and photographing of El Espejo events
* Committed 2 hours (3:30PM – 5:30PM) every Thursday as a head mentor at Lennox Middle School

Loyola Marymount University Resident Housing Association, Los Angeles, CA

**Del Rey North Resident Advisor Liaison** **September 2013 – May 2015**

* Supervised Del Rey North Building Council meetings on a weekly basis
* Assisted in the building council initiatives of leadership, advocacy, and programming
* Advised the building council Co-Presidents and Vice President

**Del Rey North Building Council President September 2012 – May 2013**

* Facilitated weekly building council meetings to discuss events and programs for the building
* Attended weekly Inter-Building Council meetings with Presidents and VPs of other residence halls/apartments
* Ensured building council members are completing assigned tasks and in attendance for building programs
* Rewarded the following honors at the end of the year: *LMU RHA Program of the Year Award – “Deck the Halls”* and *LMU RHA Community of the Year Award*

Associated Students of Loyola Marymount University (Student Government), Los Angeles, CA

**Social Justice Committee Assistant Director September 2014 - Present**

* Assist the ASLMU Director of Social Justice with leading meetings
* Work closely with ASLMU Director of Social Justice when planning events/projects
* Attend bi-weekly meetings for an hour to an hour and a half to discuss about social justice events, projects, and issues
* Collaborate with various clubs and organizations on-campus and off-campus

**Intercultural Affairs Committee Member** **September 2013 – May 2014**

* Attended biweekly meetings to discuss events and responsibilities for Intercultural Affairs Committee events
* Planned, executed, and evaluated programs that encourage a diverse community at LMU
* Collaborated with ASLMU committees and LGBTSS on promoting awareness of LGBTQ community/issues

**Campus Community Committee Member September 2012 – May 2013**

* Attended biweekly meetings to discuss events and responsibilities for Campus Community Committee events
* Planned, executed, and evaluated Campus Community Committee events in the LMU community as well as the Westchester community
* Collaborated with other ASLMU committees and develop club relations with various LMU organizations

Loyola Marymount University First Year Class Council, Los Angeles, CA

**Del Rey North Representative** **October 2012 – May 2013**

* Attended biweekly meetings to discuss the progress of Freshman Service site advocacy/fundraising programs
* Participated in the LMU Spring Semester Serve LA project sponsored by TreePeople
* Promoted the fundraising program “Penny Wars” to Del Rey North residents and raise money for TreePeople

**ACTIVITIES**

**Life Science Early Awareness Program**, Participant & Alumni **August 2012 – Present**

**Resident Housing Association**, Resident Advisor Liaison **August 2013 – May 2015**

**The National Society of Collegiate Scholars**, Member **April 2014 – Present**

**Isang Bansa (Filipino Club)**, Member **September 2012 - Present**

**Community Service Leadership Team at LHS,** Member **September 2010 – June 2012**

**Pinoy Club at LHS,** Member (3 years) & Co-President (1 year) **September 2008 – June 2012**

**Kairos 89 at LHS,** Participant **September 2011**

**INTERESTS**

Black & White Photography, Digital Photography, 2D & 3D Design, Cycling, Muay Thai

**SKILLS**

**Computer:** PC and MAC; Microsoft Suite (Word, Excel & Powerpoint) & Apple Software Suite (iChat, iPhoto, iMovie)

**Social Media:** Facebook, LinkedIn, Twitter, Tumblr, Instagram

**VIRTUS:** Protecting God’s Children for Adults