

Golden Flyer

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EDUCATION

Nazareth College, Rochester, NY

Bachelor of Arts in Modern Foreign Languages, May 20xx

Minor: Business Management

GPA: 3.5

Universidad Católica de Valencia, Valencia, Spain

Completed credits towards Liberal Arts degree, Spring 20xx

RELEVANT EXPERIENCE

ABC Organization, Valencia, Spain

Intern, Spring 20xx

- Support start up and developmental assistance for Spanish companies by identifying needs, developing business plans and executing plans
- Develop tools for external communication and maintain website
- Assist with coordinating logistics for annual events, monthly roundtable meetings, luncheons and networking events
- Handle daily administrative duties including answering phones and email

PROJECT

Advertising Plan, Spring 20xx

- Collaborated with team of 5 students to develop advertising plan for Spanish audience
- Mediated creative differences between team members and managed objectives and work assignments to meet deadlines successfully

WORK EXPERIENCE

Nazareth College – Professional Internship Program, Rochester, NY

Student Assistant, Fall 20xx-Present

- Create reports and databases, track students and develop files
- Update spreadsheets, conduct web-based research and organize marketing materials
- Assist with administrative duties including copying and filing

Wegmans, Rochester, NY

Cashier, 20xx-20xx

- Provide excellent customer service by engaging customers in conversation using communication skills
- Strengthen teamwork skills through active listening and effectively work with management and staff
- Recognize and seek opportunities for continuous learning to gain new skills and knowledge
- Develop problem-solving skills by analyzing situations and responding appropriately
- Maintain clean and well-stocked workspace using attention to detail and excellent organizational skills

ACTIVITIES

LASMA Spanish Club, Vice-President, 20xx

Habitat for Humanity, Volunteer, 20xx

Diversity Council, Officer, 20xx

Collegiate QuizBowl Team, Member, 20xx

SKILLS

Technical: Microsoft Office (Word, Excel, PowerPoint); Social Media (Facebook, Twitter, Instagram, LinkedIn, Blogger, Tumblr)

Language: Fluent in Spanish, Knowledge of Italian, Learning Arabic