

NAME (International Business Resume Sample)

100 Main Street, Rochester, NY 12345 ■ (111).333.4444 ■ name@naz.edu

EDUCATION

Nazareth College of Rochester 05/14
B.S., International Business ■ Minor in Economics

Honors/Awards: *Dean's List, four semesters ■ Trustee Scholarship ■ Phi Theta Kappa Honor Society*

STUDY ABROAD

Universite Rennes 2 Haute Bretagne, Rennes, France 09/11-05/12
Completed 30 academic credits in French language and culture. Lived with host family and practiced French speaking skills on a daily basis. Traveled extensively throughout France, Spain, and the United Kingdom.

INTERNSHIP EXPERIENCE

American Center, U.S. Embassy, Paris, France 05/12-08/12

- Assisted with planning and execution of events including lectures, musical performances, movie nights and discussions to educate French students on American culture and history.
- Worked one-on-one with visitors to center, providing guidance on finding and utilizing materials, resources and technology.
- Managed collections of materials and resources, including labeling, re-shelving, ensuring compliance with rules of use, and loss prevention.

PROJECTS

Career Services Marketing Plan (Spring 2013)

- Collaborated with a team of other students to develop a marketing plan designed to increase student use of college's Career Services Office.
- Included use of social media and rebranding the office's job posting and recruitment website.

COMMUNITY SERVICE

Mary's Place, Rochester, NY 01/13-Present
Tutor – Work with refugee children, ages 5-10, in after-school program setting. Assist students with homework assignments in all content areas. Create and implement age-appropriate activities.

LEADERSHIP EXPERIENCE

Residence Hall Council, Nazareth College of Rochester 09/12-Present
Kearney Representative – Elected by students to represent their interests and concerns in on-campus housing.

OTHER WORK EXPERIENCE

Wegmans, Pittsford, NY 09/09-Present
Barnes and Noble Booksellers, Pittsford, NY 05/12-10/13
Jewish Community Center, Rochester, NY 12/11-05/12

COLLEGE ACTIVITIES

International Club 09/13-Present

SKILLS

Computer Software: Publisher; Adobe InDesign, and FileMaker Pro, Microsoft Excel, Word

Languages: *French* (advanced); *Spanish* (beginner)