

FirstName LastName

Baltimore, MD - phone: (XXX) XXX-XXXX - email: tstudent@gmail.com - LinkedIn: (shorten link)

Education:

Bachelor of Arts, Foreign Languages, Spanish Secondary Education May 20XX
Towson University, Towson, MD

- GPA: 3.5
- Dean's List Fall 20XX – Spring 20XX
- Study Abroad, University of Barcelona, Barcelona, Spain May 20XX – Sept.20XX

Relevant Coursework

Spanish for Business

- Analyzed and compared Spanish business cultural practices and how they differ from American conduct in contract agreements
- Presented on American Spanish oversea trade relations and impact on technology trade of conductor chips that would raise GDP by 2% with both countries

Relevant Experience:

Student Intern Sept. 20XX – May 20XX
Warren Elementary, Baltimore, MD

- Taught a classroom of 20 third grade students Spanish vocabulary through verbal and written exercises, while supervised by a certified instructor
- Created lesson plans in a progressive format from 1 lesson a week to 5 lessons a week designed for students to learn Spanish culture by reading and playing games

Spanish Translator Sept. 20XX – May 20XX
Mathematica, Baltimore, MD

- Worked collaboratively with other translators and staff members to edit and publish brochures and flyers
- Communicated with current and potential clients in Spanish weekly to address any problems dealing with quality of programming, discipline, or financial inquiry

Work Experience:

Desk Assistant June 20XX – Present
Towson University Psychology Department, Towson, MD

- Field calls to address student and faculty requests and complaints, and supply information about department to students, faculty, and potential students
- Coordinated security with offices, storerooms, and office supplies for needed materials and personnel for events, materials, and other needs with the Psychology Department

Skills and Certifications:

Technical Skills: Microsoft Office, Google Suite, Outlook, and 25Live

Language Skills: Fluency in Spanish, Native French Speaker

Certifications: Secondary Spanish Teaching Certification Exp. July 20XX