

FirstName LastName

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

Education:

Bachelor of Arts, International Studies

May 20XX

Towson University, Towson, MD

- Concentration in Italian

Relevant Coursework

TU Study Abroad- Lorenzo de' Medici (LdM)

- Learned the dynamics of Italian urban life, the remarkable diversity of Italy's regions, and the multiculturalism of modern Italy
- Applied conversational Italian with different urban populations to examine Italian multiculturalism and the struggles of immigrant populations

Comparative Governments of Foreign Powers

- Composed a 25-page paper on the problems of modernization and stable constitutional rule in Italy

Relevant Experience:

Student Volunteer, Service Trip

June 20XX

Students Helping Honduras, Towson, MD

- Spent 8 days building homes and interacting with residents in Villa Soledad, Honduras
- Constructed freshwater pipelines with a team of volunteers for residence to have access to portable water

International Visitors Program (IVP) Intern

Sept. 20XX – May 20XX

World Trade Center Institute, Baltimore, MD

- Assisted the IVP manager in everyday duties including maintaining and updating contacts in the database and the website using Salesforce and WordPress
- Coordinated professional and cultural programming for 56 visiting foreign delegations
- Escorted visiting foreign delegations to meetings while giving a mini tour of the surrounding area

Work Experience:

Front Desk Assistant

Sept. 20XX – July 20XX

Towson University, Towson, MD

- Perform administrative duties including fielding calls, filing paperwork, and aiding students with basic computer problems daily

Skills and Certifications:

Technical Skills: Salesforce, Word Press, Microsoft Office, Google Suite

Language Skills: Fluency in Italian

Certifications: CPR Certification

Exp. July 20XX