

Recent Graduate Resume Sample

Susan Quigley

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CAREER OBJECTIVE

Honors college student, fluent in Spanish with several years of teaching and tutoring the language to adults and students, seeking a position as a translator at a top East Coast firm.

EDUCATION

Trinity Washington University, Washington, DC

Bachelor of Arts in Education, May 2020 (Expected Graduation Date)

Double Majors: English and Latin American Studies; Minor: Spanish. GPA: 3.875

- Honors and dean's list every semester.
- Studied abroad in Bogota, Columbia January 2017 - May 2017.
- Served as President of the University Spanish club; tutored nearly two dozen students in Spanish.
- Received three "Best Student Awards."

RELATED EXPERIENCE

CERVANTES LIBRARY, Washington, DC

Library Assistant, September 2016 - Present

Perform general administrative duties to support professional staff and assist students with research.

- Designed a presentation, published to the university website, outlining how to most effectively use all of ABC University's facilities when undertaking a research project.
- Received award for "Outstanding Student Employee of the Year" due to excellent customer service and research skills.

CALLES Y SUEÑOS CULTURAL SPACE, Bogota, Columbia

Intern (Seasonal), January 2017 – May 2017

Helped design and implement programs for community-based artists which entailed travelling to schools to work with children, teaching them about expression through art.

- Taught complimentary English lessons to community members of all ages, improving their comfortability with the language

QUEENS COMMUNITY LIBRARY, Washington, DC

English Tutor/Volunteer, January 2015 - May 2015

Assisted students in writing and proofreading essays, utilizing rhetorical devices.

- Cataloged thousands of donated books, CDs, and DVDs in Excel database.
- Started a weekly book club group to help elementary students learn basic Spanish.

Other Experience:

Summer Counselor, DC Arts Camp, Washington, DC • Swim Team Assistant Coach, YMCA, Washington, DC • Editor-in-Chief, Trinity Washing University Student Newspaper