

FIRST AND LAST NAME

City, State, Zip Code | Phone Number | Professional Email Address | LinkedIn URL

EDUCATION

Bachelor of Arts, Stetson University, DeLand, FL

May 2022

Major: World Languages and Cultures, GPA: 3.5

- *Excellence in Research Award*
- Presidential Scholarship
- *Dean's List (6 semesters)*

Senior Research: “*Reducing Stereotype-Based Judgements: Campus Impact Based on the Language a Student Speaks*”

- Develop, assess, and deliver independent research study in collaboration with faculty advisor
- Present findings to department faculty and students through oral presentation and 40-page report
- Demonstrate time management, critical thinking, and problem-solving to complete tasks according to deadlines

University of East Anglia, Norwich, United Kingdom

Summer 2019

Study Abroad, Exchange Program

- Completed coursework in international development, social work, and policy development

WORK EXPERIENCE

Du-Pont Ball Library, Stetson University, DeLand, FL

January 2018 - Present

Library Assistant

- Assist reference and periodical department by helping students, staff, and faculty locate materials
- Maintain detailed records of circulation and materials, displaying organizational skills and attention to detail
- Educate students on how to search for information using the university databases and online catalogue
- Efficiently and effectively process interlibrary loan requests from faculty members and students

Council on Foreign Relations, Washington, D.C.

May 2019 - August 2019

U.S. Foreign Policy Intern

- Researched issues concerning U.S. foreign policy including world order, grand strategy, and geo-economics
- Directly contributed to study groups, organizational meetings, and publications/grants on foreign relations
- Gained experience writing, editing, and proofreading research memos and briefs in a fast-paced environment
- Provided logistical and administrative support by coordinating travel and tracking department budgets

CAMPUS LEADERSHIP & INVOLVEMENT

Multicultural Student Council, Stetson University, DeLand, FL

August 2021 - Present

Vice President of Operations

- Contribute to diversity, equity, and inclusion initiatives by partnering with administration and staff
- Manage the annual on-campus student multicultural fair attracting over two hundred students every year
- Organize leadership development events to unify all multi-cultural groups and advocate for change

Equestrian Team, Stetson University, DeLand, FL

August 2018 – May 2019

Member

- Display leadership, work-ethic, determination, and perseverance as part of a diverse 10-rider team
- Represent the Equestrian Team and Stetson University at statewide competitions, trainings, and events
- Mentor students in English and Western riding at all levels of experience; tailoring guidance to individual needs

SKILLS

Computer: Microsoft Office (Excel, Word, PowerPoint, Outlook, and Teams), Google Suite, and Adobe
Languages: Fluent in German, Conversational in French and Spanish