**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 students, staff, and faculty

**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 200 students every year
* Organize leadership development events to unify all multicultural groups and advocate for change

**Equestrian Team,** Stetson University, DeLand, FL August 2018 - May 2019

*Member*

* Displayed leadership, work-ethic, determination, and perseverance as part of a diverse 10-rider team
* Represented the Equestrian Team and Stetson University at statewide competitions, trainings, and events
* Mentored 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