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Present Address  
600 West Walnut Street  
Danville, KY 40422

Permanent Address  
123 XYZ Street  
City, KY 42079

**Education:** **Centre College**, Danville, Kentucky  
Bachelor of Arts in Spanish, Minor in International Relations  
Graduation Date: May 2012, Cumulative GPA:  
**Centre-In-Mexico, National Autonomous University of Mexico (UNAM):** Three month study abroad program focusing on Economics and Spanish language, Spring 2010  
**Study Abroad in Catalonia, Spain:** Three week course analyzing the culture and politics of the two official languages of Catalonia (Catalan and Spanish), January 2011

**Honors:** NCAA Division III Cross Country Academic All American, Fall 2010. Southern Collegiate Athletic Conference Honor Roll: Spring 2008, Fall 2009, 2010. KEES Scholarship 2008-2012, Fine Arts Award 2008-2011, Founder's Scholarship 2008-2012. Cross Country: Most Improved Award, 2010, Best Attitude Award, 2009.

**Experience:** **Spanish Assistant and Tutor**, Centre College, Danville, KY, March 2011-present.  
Worked as Spanish professor Carmen Arranz's personal assistant by making PowerPoint presentations for vocabulary lessons and tutoring for her Spanish classes.

**ESL Tutor**, Afterschool ESL Program, Danville, KY, February 2011-present.  
Worked with a Hispanic student who speaks English as a second language. Helped him and other students with homework assignments and played games to increase conversational fluency.

**Treasurer**, Centre College Hispanic Society, Danville, KY, August 2010-present.  
Organized finances for the Hispanic Society, reimbursed members for club purchases, drafted funding requests, completed audit forms, and planned convocations. Convocation planning included completing a convocation request form, requesting funds from the convocation committee, reserving a space, advertising, and introducing the speaker for the event.

**Summer Employment Groom**, Lane's End Farm, Versailles, KY, June 2010-August 2010.  
Cared for Thoroughbred mares and foals on a daily basis. Administered medications, exercised foals, fed and watered horses, cleaned stalls and barn, and assisted the vet and farrier. Functioned as a mediator between the foreman and/or broodmare managers and Spanish-speaking grooms.

**Reading Tutor**, Graves County Summer Reading Camp, Mayfield, KY, Summer 2009.  
Designed and executed lessons for groups of 4-5 elementary students by creating and organizing flashcards, selecting reading homework, inventing fun learning games, and evaluating their progress by in-class quizzes. Taught groups of students and worked one-on-one with special needs readers.

**Activities:** **Cross Country**, Centre College, 2008-present  
**Track and Field**, Centre College, 2008-present  
**Centre Players (Theater)**, Centre College, 2008-present

**Skills:** **Computer:** Microsoft Word, Excel, PowerPoint, and Outlook Express; Adobe Photoshop; Internet Explorer, Mozilla Firefox, Google Chrome.  
**Research:** Skilled in the use of online research databases and libraries.  
**Office:** Proficiency in use of all office equipment such as printers, copiers, scanners, etc.  
**Language:** Functionally fluent in the Spanish language. Basic proficiency in Catalan.