

Your Name

555 Main Street
Hays, KS 67601

785-628-4260
name@gmail.com

EDUCATION

Bachelor of Arts in Foreign Language: Spanish, May 20XX

Fort Hays State University, Hays, KS

3.52 GPA on a 4.0 scale

International Student Exchange Program, Fall 20XX

Universidad de La Rioja, Logrono, Spain

RELATED EXPERIENCE

Bilingual Customer Care Representative, June 20XX-Present

Nex-Tech Wireless, Hays, KS

- Communicate with customers to answer questions and troubleshoot cell phone issues using courtesy and professionalism
- Assist with customer activations and billing issues
- Maintain product knowledge to increase proficiency and customer satisfaction

Office Assistant, November 20XX-Present

International Student Services, Fort Hays State University, Hays, KS

- Assist with orientation activities for new international students
- Organize student records and assist with data management
- Research and develop content for workshops and office resources

ELL Paraeducator, February 20XX-December 20XX

Unified School District 489, Hays, KS

- Coordinated small group activities to reinforce concepts and achieve learning objectives
- Acted as an interpreter for Spanish-speaking families
- Assisted teachers with maintaining student performance records

CAMPUS INVOLVEMENT

Circle K International, Vice President

- Assist President with development of community partnerships
- Coordinate annual Children's Mercy project in which 50 goodie bags and handwritten notes are provided to patients

Delta Zeta Sorority: Senior Panhellenic Representative

- Woman of the Year, Greek Life, 20XX

FHSU Track & Field Team

- Recognized by coaches as being a leader and motivator for teammates