

Mary Marymount

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PROFILE

- Speak, read and write Spanish, French and English fluently
- Ability to comprehend and translate both Spanish and English spoken language and documents
- Exhibit in-depth cultural insight and cultural competence when assimilating to a new environment
- Able and willing to travel within the U.S. and overseas for assignments
- Significant studies in Mediterranean culture, religion, politics, economics and history

EDUCATION

Marymount University, Arlington, VA

May 2015

Bachelor of Business Administration in International Business, Minor in Spanish and French

Academic Highlights: Dean's List (6 semesters); Virginia Capital Seminar

Related Coursework: Issues in World Politics; Advanced International Business; Advanced Spanish Conversation; Spanish Translation; French Civilization and Culture II; Literary Translation; French Foreign International Relations

Saint Louis University, Madrid, Spain

August 2013 – December 2013

- Completed 15 credits of course work in International Business, Spanish Culture and Civilization, and Spanish Phonetics and Phonology.
- Learned to establish rapport quickly with individuals in an unfamiliar environment.
- Visited international organizations in Europe such as UNESCO, and the OECD headquarter in Paris.
- Interacted with business executives from leading European companies such as Philips, VW, and Air France.
- Participated in economic policy discussions with economists from banks such as Banco Sabadell in Barcelona, Credit Agricole in Paris, and the UniCredit Group in Madrid
- Studied with a group of multinational students from diverse countries such as Brazil, USA, Mexico, Singapore, Holland, Egypt, Saudi Arabia, Armenia, Venezuela, Indonesia and Panama.

RELATED EXPERIENCE

International Language Center, Fairfax, VA

May 2012 – Present

ESOL Conversation Café Coordinator

- Selected and promoted to lead all ESOL students in group activity and/or group discussion
- Secured guest speakers to provide information to the student body
- Reached out to key representatives of the Hispanic community to organize presentations about relevant issues affecting members of the group

Spanish Catholic Center, Washington, DC

January 2011 – May 2012

ESOL Teacher

- Effectively managed and organized classroom activities designed to cover daily learning objectives
- Prepared theme-based lesson plans, teaching materials and learning activities based on student need

Yorktown High School, Arlington, VA

August 2011 – May 2012

French Tutor

- Assisted students with class assignments, literature comprehension, vocabulary and class projects
- Aided students with the comprehension of grammar rules and with conversational proficiency of the language
- Utilized a variety of tutoring/teaching styles and techniques to meet students where they were at

OTHER WORK EXPERIENCE

Hostess, Faccia Luna Restaurant, Arlington VA

May 2010 – August 2012 (seasonal)

Cashier, Michael's Crafts, Richmond, VA

January 2010 – November 2010

EDUCATION

Marymount University, Arlington, VA
Bachelor of Arts in Psychology

May 2016

GLOBAL EXPERIENCE

Research, Activism, Advocacy: Psychology Research Project

May 2014 – June 2014

Marymount University Study Abroad Program, Nanyuki, Kenya

- Participated in a month-long study abroad research program focused on analyzing the intersection between human and animal welfare in order to explore how development, poverty and food insecurity fuel illegal wildlife hunting in Kenya, and Africa in general.
- Confirmed passion for providing social services and conducting community outreach while visiting local schools, farms and clinics and educating local residents about developing alternative, animal-friendly methods to keep themselves financially stable.
- Conducted behavioral observations of chimpanzees living at a sanctuary in Nanyuki, Kenya who have been rescued from abusive situations.

International Club Member

May 2012 – Present

Marymount University, Arlington, VA

- Collaborate with a diverse group of student leaders to organize on campus events that educate and engage the student body on international issues and multicultural traditions.
- Organize group trips to various exhibitions, fairs, and festivals showcasing culture and foreign languages in the Washington, DC Area in order to celebrate and further develop global awareness.

Latino Student Association Member

August 2013 - Present

Marymount University, Arlington, VA

- Actively educate fellow students on important aspects of Latino culture by organizing fun and engaging event on campus
- Reach out to local Latino community members, organizations and professionals to partner for an on-campus festival during the spring semester that attracts over 250 attendees each year

WORK EXPERIENCE

Marymount University, Arlington, VA

January 2015- Present

Computer Lab Assistant

- Demonstrated effective conflict-resolution and communication skills while assisting students with technical issues in university computer labs.

Hampton Inn Dulles South, Chantilly, VA

January 2013-Present

Guest Service Representative

- Developed strong customer service skills while interacting with hotel guests
- Responsibly managed large amounts of cash from register by maintaining an attention to detail

Champs Sports, Arlington, VA

September 2012- January 2013

Sales Associate

- Interacted well with diverse clientele and translated for Spanish-speaking customers as needed
- Maintained and increased customer service base by actively building strong relationships with new and existing store patrons

SKILLS

- Fluent in Spanish (reading, speaking, writing, comprehension)
- Proficient in Mac and PC operating systems; Microsoft Word & Excel; and SPSS

Carla Undergraduate

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EDUCATION

Marymount University, Arlington, VA

May 2017

Bachelor of Arts in Multidisciplinary Studies – Concentration in Special Education & English

- Academic Highlights: Honors Program; GPA 3.980; Dean's List; Member of NSLS

Trinity College, Oxford University, England, UK

May 2015 – June 2015

- Participated in a six-week, six credit, intensive honor's level summer semester abroad
- Completed a seminar course in Renaissance Literature as well as a tutorial-style course with an Oxford Don in Special Education where research focused on child mental-wellbeing within the classroom environment

PROFESSIONAL EXPERIENCE

Marymount University Office of Campus and Residential Services, Arlington, VA

August 2015 – Present

Resident Assistant

- Demonstrated ability to relate and live among residents of diverse cultural backgrounds.
- Developed a sense of community under a specific freshman interest group through the creation of informative social events and bulletin boards.
- Validated ability to prioritize during emergency situations in which an RA was first responder.
- Effectively mediated conflicts of various degrees of intensity while remaining a calm neutral party.
- Refined my ability to prioritize academic, RA, and Peer Mentor duties throughout the semester.
- Gained essential skills in working as a member of a team of on-call RA staff while supporting fellow Marymount RAs, professional staff, and residents.
- Conducted work in professional manner with a positive attitude and outlook in a team setting.

Marymount University Office of New Student Transitions, Arlington, VA

August 2014 – Present

Peer Mentor

- Exemplified exceptional knowledge of Marymount community resources and policies.
- Learned to encourage, supervise, and consult numerous students transitioning into college.
- Executed professional ability to consult with cooperating professors and the Peer Mentor Office when distinct difficulties arose with students.
- Investigated and implemented possible solutions for several students' unique needs.
- Learned quickly how to sufficiently address and connect with a wide range of student ages, backgrounds, majors, and experiences.

Marymount University, Library and Learning Services, Arlington, VA

September 2013 – Present

Student Worker/Circulation Desk

- Illustrated specific knowledge of library software, circulation technology, and library resources.
- Exhibited excellent human relation skills while assisting multiple patrons.
- Acquired ability to verbalize and provide suitable solutions to improve specific patron needs.
- Demonstrated ability to train and assist new staff in library and circulation duties.

Heidleberg Bakery, Arlington, VA

May 2010 – Present

Customer Service/Counter Service (Seasonal)

- Established effective verbal communication skills and exceptional human relations skills while assisting approximately seventy-five customers per day.
- Demonstrated the ability to inform and consult with both staff and customers with complicated matters under stressful work conditions.
- Showed mastery of position and facilitated in development and training of staff.
- Ability to prioritize tasks while remaining focused and calm.

Presenting Your Transferable Skills: The Cover Letter

Dear Sir/Madam:

(Provide an opening statement that introduces your diverse experience.) Collectively, my coursework, study abroad experience, internships, and co-curricular involvement have prepared me well for the [position] at [name of company].

(Mention the name of the program where you studied and state the name of the organization where you interned.) While enrolled at the [name of program] in summer 2015, I had the opportunity to complete an internship at [name of company]. (Clearly articulate what you learned from the experience and how this will help you in the position you are applying to.) This experience helped me to hone my [specify, e.g. analytical, research, etc.] skills and gave me insight into how to work effectively in a cross-cultural situation in the context of health care services. I believe this skill will prove beneficial in working with [name of company] global clients.

Emphasize your connection with mission of the company to which you are applying and, if relevant, highlight how your international experience has further shaped [your career direction in this field, your passion for a particular population that you would work with, your desire to contrive to a particular cause, etc.] your desire to work with this particular organization (do your research to mention something about the company specifically!)

Closing paragraph thanking the employer for their time and consideration and also reiterating interest in the position and desire to come in for further discussion about your qualifications.

Regards/Sincerely,

Bobby Student

What have I gained from my experience?

Please check all that apply

Cultural Understanding and World View:

As a result of my international experience(s), I have developed:

- A greater knowledge about another culture
- Awareness of political, economic or social events around the world
- My interest in global or transnational issues
- My involvement with a global issue
- My involvement with a civic cause
- A definition of my political views
- My ability to speak a foreign language

Personal Growth and Values

My international experience(s) have helped me to grow and develop:

- My desire for more diverse friendships and social networks
- My desire to further my education (e.g., postgraduate degree)
- A better understanding of myself and my values
- My sense of confidence in new situations or when meeting new people
- My ability to accept differences in other people
- My ability to empathize with people, especially those who are different from me
- My ability to be more flexible and open-minded
- My tolerance of ambiguity in a variety of situations
- An understanding of my own strengths and weaknesses
- My ability to be independent
- My ability to take initiative

And, I have:

- Become more aware of the way I use and structure time
- An increased capacity to profit from my mistakes
- Strengthened relationships with my family members
- Strengthened relationships with my friends
- A clearer notion of what I will do with my life

Additionally:

- I am more capable of solving life's day-to-day problems
- I think more critically: I am more discriminating and skeptical
- I have improved observation skills
- I need more time to be alone
- I am more confident about the decisions I make
- Recognized the importance I put on developing my skills and talents
- An increased willingness to work hard and sacrifice in order to do well in school or in my job

Professional & Career Development

Studying Abroad contributed to:

- My ability to formulate my career goals and clarify my professional aspirations
- I am more aware of the opportunities in life that are open to me.
- Developing skills and intercultural competencies which will aid in obtaining my first job after graduation
- I have a greater willingness to take on roles and tasks to which I am unaccustomed
- The importance I place on working in a field that I find interesting
- The importance I place on having personal fulfillment in my work
- My ability to speak a foreign language in the workplace
- Developing my ability to understand an organization's culture
- My ability to adapt in diverse workplace environments
- Other things that you want to list:

CAPTURING THE PROFESSIONAL IMPACT OF STUDY ABROAD: The Resume

The "Bullet Point" Equation =

Action Verb + *Transferable
Knowledge
Skill
Accomplishment* + *Context in which that
knowledge, skill, or
accomplishment was developed*

EXAMPLE:

Strengthened + Intercultural
communication skills + While living for 4 months
with a host family who only
spoke Spanish

Pulling from the "What have I gained from my experience?" checklist, write down two of the most important skills you gained from your semester abroad:

1. _____
2. _____

Now describe the corresponding context in which each of the above skills was developed

1. _____

2. _____

Now...Create your own bullet points!

_____	+	_____	+	_____
Action Verb		Transferable Skill		Context
_____	+	_____	+	_____
Action Verb		Transferable Skill		Context
_____	+	_____	+	_____
Action Verb		Transferable Skill		Context