

FIRST LAST NAME

| 123 West 123th Street Apt.12A | New York, NY 10030 | E-mail: name@gmail.com | Cell: (111)-222-3333 |

EDUCATION

St. Bonaventure University - St. Bonaventure, NY

Bachelor of Arts, *Double Major: Political Science and Spanish*

May 20xx

Concentration: *International Relations* **Minor:** *Law and Society* *GPA: 3.2/4.0*

Honor: *Member, SBU Chapter - Xi Delta of the National Spanish Honor Society, Sigma Delta Pi*

RESEARCH

Capstone Research Project- *Sharing is Caring: Mercosur vs. NAFTA*

Fall 20xx

- Project focused on comparing regional integration in Latin America using Brazil, Mexico and Paraguay as case studies.
- Presented at the Arts & Sciences Research and Creative Endeavors Exposition at St. Bonaventure University, April 20xx
- Presented at the 5th Undergraduate Political Science Conference at SUNY Oneonta, March 20xx
- Presented to the Political Science faculty and capstone students, December 20xx

INTERNATIONAL RELATIONS

International Student Mentor – Study of United States Institutes (SUSI) for Scholars Program

Summer 20xx

St. Bonaventure, New York

- Mentored 20 students from South America who traveled to St. Bonaventure as part of a foreign study program providing immersion in North American culture and education
- Translated texts and coursework, assisting with daily tasks and travel needs
- Experienced a cross-exchange of cultural and political understandings

RELEVANT EXPERIENCE

Tutor/Structured Study, SBU HEOP

Spring 20xx-Present

- Actively engaged students in learning and development in the following content areas:
Spanish Language Skills, American Politics, Statistics, Philosophy, and Research

SBU Model United Nations

Fall 20xx-Spring 20xx

- Participated in both class and club model United Nations activities including debate topic decisions and country representation; voted Secretary in Spring 20xx

OTHER EXPERIENCE

Data Entry Intern, Office of Admissions, St. Bonaventure University

Fall 20xx-Present

- Tracked and input information of prospective students into Datatel database
- Manage confidential information, always maintaining the highest privacy standards

ACTIVITIES/SERVICE

President/Member, Latino American Student Organization, St. Bonaventure University

20xx-20xx

Volunteer, SPCA, Olean NY

20xx-20xx

Hip-Hop Radio Show Host, W.S.B.U. 88.3 *The Buzz*, St. Bonaventure University

20xx-20xx

SKILLS

Language: Native fluency in both written and spoken Spanish, beginner Italian

Technology: Microsoft Word, Microsoft Excel, Adobe Dream Weaver, Adobe Photoshop, Prezi