

Name

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Frazeyburg, OH 43822
(000) 000-0000
unknown@webmail.sc.edu

EDUCATION

University of South Carolina Honors College **Columbia, SC**
Bachelor of Arts in International Studies **May 2005**

- Double Minor: Cultural Anthropology and Spanish
- Cumulative GPA: 3.76

Universidad Veritas **San Jose, Costa Rica**
• One semester study abroad experience **Spring 2003**

RELATED COURSEWORK

Portuguese	Intensive Spanish modules Advanced 1 & 2
Natural History	Understanding Other Cultures
Film Studies	Art and Civilizations (taught in Spanish)
Calculus	Controversial World Politics
Tropical Ecology	Composition and Literature

EXPERIENCE

Office Assistant **9/02-12/02**
South Carolina Honors College (SCHC) **Columbia, SC**

- Assisted the SCHC Director of Alumni Affairs/Academic Advisor/Professor
- Updated and maintained multiple databases
- Performed general office duties
- Wrote articles for the honor's alumni newsletter (AHA)
- Worked on several creative projects related to honors alumni affairs
- Assisted professor with projects related to courses
- Attended and recorded academic events such as speakers, debates etc.

PC Systems Department, Park National Bank **3/01-8/01**
Intern **Newark, OH**

- Maintained database and performed data entry
- Checked and reset bank servers
- Performed general office duties
- Delivered quality customer service over telephone
- Placed equipment orders over telephone and internet
- Sent and received equipment

ACTIVITIES

SAGE (Students Allied for a Greener Earth), USC **Columbia, SC**
Member **8/01-present**

- Promoted campus-wide awareness and organized campus events
- Arranged to bring speakers to campus
- Participated in off-campus events such as River Clean-up

USC Mountaineering and Whitewater Club **Columbia, SC**
Member **date-present?**
Perform some officer responsibilities such as leading hiking trips and managing equipment

Local Elementary School **Cartago, Costa Rica**
Volunteer **date-present?**

- Help teach English and cultural awareness to class of # students