

Selena Perez

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EDUCATION

Bachelor of Arts in Spanish

Excepted Graduation December 20xx

University of Wisconsin-Parkside, Kenosha, WI
GPA: 3.7; Dean's List
Organizations: Latinos Unidos

RELEVANT EXPERIENCE

Student Intern

January 20xx – May 20xx

Somers Elementary School – Kenosha, WI

- Assisted in teaching 20+ third grade students Spanish vocabulary through verbal and written exercises, while supervised by certified instructor
- Integrated SMART Board technology into the classroom to aid in the engagement of students learning
- Formulated lesson plans designed to help students learn the Spanish culture by reading and interactive activities

Spanish Translator

September 20xx – November 20xx

CCB Technology – Racine, WI

- Proof-read translations of Spanish documents into English to avoid grammatical errors
- Collaborated with a team of translators and staff members to edit and publish brochures and flyers for upcoming events
- Communicated with potential clients in Spanish in order to address any concerns

ADDITIONAL EXPERIENCE

Front Desk Receptionist

September 20xx – Present

University of Wisconsin-Parkside – Kenosha, WI

- Assist in the arranging and aid students to advising appointments
- Field calls to student and faculty requests and concerns, and supply information about upcoming career events the apartment is hosting
- Collaborate with colleagues, actively participate in student-staff meetings, resulting in a more communicative environment

Cashier

June 20xx – April 20xx

McDonald's – Kenosha, WI

- Utilized excellent communication and customer service skills, ensuring all concerns were solved.
- Assisted 20+ customers daily and managed the cash and credit transactions.
- Collaborated with a team of associates in order for all safety protocols were met.

CAMPUS INVOLVEMENT

President

January 20xx – Present

Latinos Unidos
University of Wisconsin-Parkside

Parkside Student Government
University of Wisconsin-Parkside

September 20xx – December 20xx

Rainbow Alliance
University of Wisconsin-Parkside

September 20xx – May 20xx