

Liberal Art

4026 South Tea Street

Lincoln, NE 68506

(555) 555-5555

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OBJECTIVE

To become a financial advisor for Banorte in the Laredo, TX office

SUMMARY OF QUALIFICATIONS

Comprehensive knowledge of accounting, corporate finance, and statistics.
Excellent quantitative and analytical skills with attention to detail and precision.
Innovative in seeking and realizing new opportunities for organizational advancement.
Bilingual in English and Spanish with emphasis in communication and presentation skills.

EDUCATION

- Bachelor of Arts:** Double major in English Literature and Spanish Communication December 2008
Northwest Missouri State University (Northwest), Maryville, MO
Major GPA: 3.9/4.0
- Academic Study Abroad in Argentina May – August 2007
- Studied abroad with classes in international finance
 - Traveled throughout Europe with culturally diverse student group
 - Broadened language skills and global knowledge

WORK EXPERIENCE

- Editor-in-Chief** January 2007 – Present
Student literary and arts magazine, Northwest, Maryville, MO
- Manage team of 12 students to keep magazine on track and fulfill objectives in promoting student arts
 - Provide project management, raised and allocated funds, trained personnel
 - Act as liaison to university administration to complete publication and meet deadlines
- Intern to the Assistant Director of Development** December 2006 – August 2007
Office of Advancement, Northwest, Maryville, MO
- Assisted university departments with strategic planning and packaging of fundraising programs
 - Planned and implemented publicity materials for \$15 million capital campaign and university events
- Undergraduate Writing Consultant** August – December 2006
Writing Center, Northwest, Maryville, MO
- Taught 80 students grammar and collegiate writing skills on a one-to-one basis
 - Analyzed research papers to provide feedback to students on writing skills development
- International Business Intern** May – August 2006
Mexican Counsel for Exterior Commerce, Guadalajara, Mexico
- Assisted international investment program, client relations, translation, and international trade research departments
 - Created international trade databases by industry; assisted logistics convention in Manzanillo, Mexico
- Student Instructor** January – April 2005
Department of Modern Languages, Northwest, Maryville, MO
- Taught class of 16 undergraduates Hispanic history and culture through lecture and active learning exercises

COMPUTER SKILLS

Microsoft (Word, Excel, Access, PowerPoint, Project, Publisher, Outlook), Internet Explorer, Inspiration

HONORS AND LEADERSHIP

Magna Cum Laude Graduate
Regent's Academic Scholar
Presidential Honor Roll

English Honors Society
Residence Hall Vice-president
Cycling Club Vice-president

Study Abroad Ambassador
Visiting Writers Coordinator
Freshman Peer Advisor