# Objective

To secure a position as Assistant Professor in Spanish at Clark University that will benefit from and find excellent use for my Spanish speaking and teaching skills, organization, effective interpersonal communication and futuristic and goal-driven mindset.

# Experience

## Customer Service Representative June 2011 - PresentOld Navy, Abilene, TX

* Effectively communicated with customers about deals, promotions and sales
* Maintained a clean and organized environment for customers
* Communicated with Spanish-speaking shoppers who needed assistance

## Student Worker April 2010 – December 2010; March 2011 – PresentHardin-Simmons University, Abilene, TX

* Assisted students in the lab with questions about grammar, vocabulary, and pronunciation
* Assisted the Department Head by grading papers, creating quizzes and homework assignments, making assignments available to students, updating students on department news and events, and representing the department when needed
* Individually met with and tutored students needing help with Spanish
* Helped prepare itinerary and assignments for a trip to Quito, Ecuador

## Front Desk Assistant January 2009 – August 2010KC Cleaners

* Provided customers with excellent customer service and orders in a timely manner
* Operated the store while managers were away and prioritized things that needed to be accomplished
* Maintained a functional, clean, and organized environment

# Education

## Bachelor of Arts, Spanish and Speech Communication August 2008 – December 2011Hardin-Simmons University GPA: 3.584; Spanish GPA: 3.8, Communication GPA: 3.67

* Recipient of Presidential Scholarship, Fay Campbell Routh Endowed Memorial Scholarship, Sinclair Scholarship, FAA Hispanic Scholarship, and nominated for the Young Leaders Scholarship
* Studied abroad in Salamanca, Spain at the University of Salamanca for three months
* Studied culture and language for a course in Quito, Ecuador

#  Skills

* Ability to speak Spanish on an advanced level
* Effectively stay organized and manage time wisely
* PC and Mac proficient
* Ability to adapt in cross-cultural environments