

Jane Doe

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EDUCATION

Master of Arts in French, GPA: 3.9

University of South Carolina Columbia, SC, May 2004

Bachelor of Arts in International Business and French, GPA: 3.4

Converse College Spartanburg, SC, Dec. 2000

SKILLS

Languages: Fluent in French, working knowledge of Italian and Spanish

Computer: Microsoft Word, PowerPoint, Mac OS

STUDY ABROAD EXPERIENCE

Chapman Scholar

May 1999-Aug. 1999

Converse College

Florence, Italy

- Recipient of highly selective award reserved for students dedicated to the field of study abroad
- Wrote essay espousing the value of the study abroad experience
- Enrolled in Italian immersion summer program through the Institute of Italian Studies
- Lived in an apartment in the city center with three other American students

Université de Nice

Aug. 1997-June 1998

ISEP

Nice, France

- Enrolled in a French university and took French business courses while residing in dormitory
- Developed an appreciation for cultural differences between American and French students

Normandy Scholar

Jan. 1997-July 1997

University of Tennessee

Caen, France

- Accepted into highly selective honors program focused on exploring the effects of WWII on Western Europe
- Completed relevant coursework to prepare for culminating trip to Caen to research WWII archives
- Immersed into French culture through sponsorship by a French family

MENTORING EXPERIENCE

Graduate Assistant

Aug. 2002-Present

University of South Carolina

Columbia, SC

- Completed teacher training course and teach 2 university French 121 classes averaging 20 students each
- Responsible for relationship building and mentoring students outside the classroom

Teacher Assistant

Sep. 1999-May 2000

Converse College

Spartanburg, SC

- Mentored first-year students during weekly conversational lab sessions

RESEARCH EXPERIENCE

Research Assistant

Jan. 2002-Present

University of South Carolina

Columbia, SC

- Collaborate with professor in research on the study of foreign language acquisition using the Tomatis Method training

SUPERVISORY EXPERIENCE

Assistant Manager / Manager Trainee

July 2000-July 2002

Washington Mutual Finance

Jacksonville, NC

- Second in charge of all branch operations and promoted to manager eligible status
- Responsible for developing lead portfolios for sale of loan products
- Developed vast knowledge of credit reporting, counseling, loan approval and closing
- Dealt with a diverse clientele