

Your Name

Phone: (123) 456-7890

Email: email@gmail.com

Portfolio:

yourportfolio.boisestate.pressbooks.pub

RELEVANT EXPERIENCE

Position Title

Boise State University

Jan 2019 - Present

- Answer, screen, and direct incoming calls
- Triage difficult student and parent issues
- Maintain an inviting and welcoming environment
- Purchase and maintain supplies for office

Position Title

Boise State University

Aug 2021 - Dec 2022

- Created linguistic and cultural content for a German educator project as part available as the Open Educational Resource
- Collaborated with other language interns to present the resource to language educators

Position Title

German American Partnership Program

June 2018, June 2022

- Co-chaperoned 16 High School Students on two three week trips to Germany (one with GAPP, one of our own due to COVID)
- Planned activities, guided students

EDUCATIONAL BACKGROUND

Bachelor of Arts in German Graduation: Fall 2023

- Boise State University, Boise, Idaho
- Bachelor of Arts in German
- Cum Laude, Alpha Mu Gamma

VOLUNTEER WORK

Senior Scholarship Hours Chairman

Tumwater Educational Foundation

- Created and maintained senior hours spreadsheet, critical for dispersing over twenty thousand dollars

Cub Scout Committee Chairman

Boy Scouts of America/Pack 9211

- Lead committee meetings,
- Created new pack by-laws

PROFESSIONAL SUMMARY

Dedicated professional with student, parent, and public relations experience. Organization and detail-oriented mindset has equipped me to successfully multi-task on numerous tasks. Strong interpersonal skills enabled me to form good working relationships and successfully collaborate on various projects.

SKILLS & PROFICIENCIES

- **German Language :** ACTFL Intermediate German Proficient.
- **Technical Skills:** Proficient in using Padlet, Flipgrid, Adobe Spark, Google Applications, Naviance, Zoom, and Canva for various academic projects. Proficient in Blackboard for maintaining confidential student records .
- **Time Management:** Completed my B.A. with a GPA of 3.7 while working full-time.
- **Interpersonal Skills:** Developed strong bonds and good working relationships with co-workers, professors, and students; using active listening, empathy, reliability, written, verbal and nonverbal communication skills.
- **Leadership skills:** Twice co-led a group of high school students backpacking around Germany.