Susan Quigley

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CAREER OBJECTIVE

Soon-to-graduate honors college student, fluent in Spanish and with several years of teaching and tutoring the language to adults and students, seeks a position as a translator at a top East Coast firm.

EDUCATION

ABC UNIVERSITY, New York, NY

**Bachelor of Arts in Education***,* May 2021 (Expected Graduation Date)

Double Majors: English and Latin American Studies; Minor: Spanish; Overall GPA: 3.875

* Honors and dean’s list every semester.
* Studied abroad in Bogota, Columbia, January-May 2019.
* Served as president of the school Spanish club; tutored nearly two dozen students in Spanish.
* Received three “Best Student Awards.”

RELATED EXPERIENCE

CERVANTES LIBRARY, New York, NY

**Library Assistant***,* September 2018-Present

Perform general administrative duties to support professional staff and assist students with research.

* Designed a presentation, published to the university website, outlining how to most effectively use all of ABC University’s facilities when undertaking a research project.
* Received award for “Outstanding Student Employee of the Year” due to excellent customer service and research skills.

CALLES Y SUEÑOS CULTURAL SPACE, Bogota, Columbia

**Intern**, Spring 2019

Helped design and implement programs in which community-based artists traveled to schools to work with children, teaching them about expression through art.

* Assisted teaching complimentary English lessons to community members of all ages.

QUEENS COMMUNITY LIBRARY, Queens, NY

**English Tutor/Volunteer**, Jan. 2017-May 2017

Assisted students in writing and proofreading essays, utilizing rhetorical devices.

* Cataloged thousands of donated books, CDs, and DVDs in Excel database.
* Started a weekly book club group to help elementary students learn basic Spanish.

**Other Experience:**

Summer Counselor, NY Arts Camp, Catskill, NY • Trombonist, All-State Wind Ensemble • Swim Team Assistant Coach, YMCA, Brooklyn, NY • Editor-in-Chief, ABC University Student Newspaper