

Ann Example

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OBJECTIVE

Gain experience with immigration policy and advocacy through an internship in Washington, DC

EDUCATION

University of California, Riverside June 2011

B.A. in **Political Science** and **Spanish**; Minor in **Women's Studies**

GPA: 3.51/4.00; Dean's List Fall 2007 – Present

Universidad Nacional Autónoma de México Mexico City, Mexico (Jan – May 07)

Education Abroad Program, University of California

Cabrillo College Aptos, CA

AA degree in Communication Studies (June 06)

Relevant Course Work

American Government

Comparative Politics

Political Theory

Scientific Study of Politics

Latin American Politics

American History

RELEVANT EXPERIENCE

Tour Guide and Front Desk Attendant, UC Riverside September 2007-Present

- Scheduled and conducted general campus tours, private tours, and large group tours
- Gave up to date information to visitors about events on campus and the academic undergraduate and graduate departments
- Tour Guide of the Month, Jan 08; Front Desk Attendant of the Month, Apr 08

Intern, Law Offices of Cruz and Meyer, Anywhere, CA Jun - Sept 07 and 08

- Provided general administrative and clerical services in Spanish and English for law firm specializing in immigration and citizenship legal services
- Provided written and spoken Spanish-English and English-Spanish translation services for clients and attorneys
- Attended and provided assistance at depositions, court appearances, and other legal proceedings

Waitress and Hostess, The Place To Eat, Riverside, CA June 03 – Present

- Worked in a fast paced environment at a popular upscale restaurant
- Developed customer service skills by booking reservations, serving customers, and resolving patron complaints

SKILLS

Language: Fluent in written and spoken Spanish

Communication: Comfortable and accomplished public speaker. Experienced with professional and legal writing styles.

Computer: Proficient with both Mac and PC formats. Experienced with MS Office Suite, webpage design, and publishing software