

Sample Resume – IGS Major

Christopher MacIvy

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Education

University of Maine at Farmington (UMF), Farmington, Maine
B.A. International and Global Studies with a concentration in Spanish, anticipated May 2017
3.50 GPA, Dean's List Recipient

Universidad Nacional de Córdoba (UNC), Argentina
Studied Spanish and Political Science, Spring 2017

International Experience

Exchange Student

Argentina, South America, Spring 2017

- Traveled within and around the country of Argentina with a group of 12 UMF students
- Practiced Spanish speaking skills with locals
- Exchanged money and learned Argentina's currency system

Volunteer, Literacy Volunteers

Farmington, ME, December 2015-May 2016

- Taught basic English to a teenager from Mexico
- Provided instruction in spelling and grammar

Leadership Experience

Community Assistant (Residence Life), University of Maine at Farmington
Farmington, Maine, August 2014-present

- Responsible for the safety, well being, and adjustment of 125 students in the UMF residence halls
- Trained in conflict mediation and suicide prevention
- Implement programs for residence relating to substance abuse, mental health, and safe sex

Customer Service Experience

Waitstaff, The Homestead

Farmington, ME, September 2015-present

- Provide excellent customer service
- Wait tables and fill orders
- Prep salads and help in kitchen when needed

Skills and Technology

Proficiency with the following: Microsoft Word, Excel and Powerpoint. Familiar with pc and mac platforms, as well as a variety of social media tools (Facebook, Instagram, Twitter, Pinterest, Vine)

Foreign Language Skills

English (native)

Spanish (intermediate)

Clubs and Organizations

Secretary, International Club, Spring 2015-present

Member, Campus Residence Council, Fall 2014-Spring 2013=5

References

Marisela Funes, Academic Advisor,
207-778-5555, marisela.funes@maine.edu

Brian Ufford, Director of Residence Life
207-778-5555, brian.ufford@maine.edu

Laurie Jones, The Homestead
207-649-5555, thehomestead@gmail.com