

Permanent Address
5555 Farmhouse Drive
Circleville, Ohio 45278

Campus Address
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Dayton, Ohio 45409

Katherine Howard

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EDUCATION

University of Dayton, Dayton OH Graduation: May 20XX
• Bachelor of Arts, Majors: Human Rights and Spanish GPA 3.37
• Personally funded 100% of college tuition through part-time jobs and other resources

Universidad de Sevilla, Seville, Spain Jan.-May, 20XX
Study abroad immersion program, instruction in Spanish by native professors

SKILLS

- Fluent in speaking, reading and understanding the Spanish language
- Proficient in Microsoft Office programs: Word, Excel and Power Point
- Ability to maintain professionalism under stressful conditions
- Capable of productively leading others in a group setting

RELATED EXPERIENCE

Student Organization Liaison, Human Rights Week 20XX at University of Dayton
• Recruited student organizations for a University-wide awareness week

Volunteer ESL Tutor Mason, OH May – August, 20XX
Abraham Lincoln Elementary School

- Prepared international students for the Ohio Proficiency Test

West Charlton High School

- Tutored students in English and assisted with class assignments

WORK EXPERIENCE

Hostess, Jamaica Winds Cafe Cincinnati, OH June 20XX - Present

Customer Service, UD Flyer Enterprises Galley Café Aug. 20XX - Present

ACTIVITIES/HONORS

- Sigma Delta Phi, Spanish Honor Society
- University of Dayton Presidential Scholarship recipient
- University of Dayton “Into The Streets Service Month,” Service Project Leader
- St. Vincent de Paul Service Club, Publicity Chair
- “Disabilities Awareness Week,” planning committee
- Relay for Life, Team Captain
- Intramural Softball, Captain