

Chrsynda Doe

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CAREER OBJECTIVE

International Business & Human Resources: Seeking a position where I can apply my leadership, management, marketing, and interpersonal skills in an international business environment.

EDUCATION

University of Dayton, Dayton, OH

Graduation: May 20xx

Bachelor of Science in Business Administration

International Business and Leadership/Management

- SBA Study Abroad Program in Spain

June-August 20xx

RELATED EXPERIENCE

Bello, Gallardo, Morales, y Tsuru, S.C, Mexico City, Mexico

Summer 20xx

Human Resources Intern

- Researched Mexican law to assist senior management in creating the firm's first Employee Handbook
- Developed a "How to" Guide for employee training sessions in English and Spanish
- Translated client documents from Spanish to English

Pi Kappa Alpha Fraternity

1/xx-5/xx

President (promoted from Vice-President)

- Managed recruitment, expense reports, and dealing with national fraternity
- Implemented new policies and guidelines
- Led weekly chapter meetings(85 members) and Executive Board Meetings
- Participated in national leadership summit

Latin American Service Trip

3/xx

Mentor/Instructor

- Mentored Students at local school
- Led language training seminars
- Build schools and houses for residents

Learning Enhancement & Academic Development Office, Dayton, OH

9/xx-5/xx

Study Group Leader/Tutor

- Led study groups to help students develop a better understanding of the subject matter through homework assistance and test preparation
- Trained new leaders in creating a positive and effective group atmosphere through weekly study group observation and evaluation; liaison between coordinators, professors, and group leaders

University of Dayton Admissions Office, Dayton, OH

9/xx - 5/xx

Telecounseling Supervisor

- Promoted UD to prospective students through campus tours, discussions, and informal meetings
- Supervised telecounselor workflow and activities, prepared schedules, maintained attendance, and prepared management reports

ACTIVITIES

- International Honor Society of Beta Gamma Sigma
- Christmas On-Campus Participant