

**Permanent Address**  
5555 Farmhouse Drive  
Circleville, Ohio 45278

**Campus Address**  
499 College Park  
Dayton, Ohio 45409

## **Katherine Howard**

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Mobile Phone: (555) 555-5555

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### **EDUCATION**

#### **University of Dayton**

- Bachelor of Arts, International Studies (Human Rights) & Spanish
- GPA 3.37/4.00
- Personally funded 100% of college tuition through part-time jobs and other resources

Dayton, Ohio  
Graduation: May, 20XX

#### **Universidad de Sevilla**

- Study abroad program, instruction in Spanish by native professors

Seville, Spain  
January-May, 20XX

### **SKILLS**

- Highly qualified to communicate in the Spanish language
- Proficient in Microsoft Programs: Word, Excel and Power Point
- Ability to maintain professionalism under stressful conditions
- Capable of productively leading others in a group setting

### **RELATED EXPERIENCE**

#### **Human Rights Week 20XX**

University of Dayton

- Student Organization Liaison
- Responsible for recruiting and integrating student organizations into a University-wide awareness week

#### **Volunteer ESL Tutor**

**Mason, Ohio**

**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

### **OTHER EXPERIENCE**

#### **Jamaica Winds Cafe**

Cincinnati, Ohio  
June, 20XX - Present

#### **Flyer Enterprises, Galley Café**

University of Dayton, Dayton, Ohio  
August, 20XX - Present

#### **North College Hill Bakery**

Cincinnati, Ohio  
November, 20XX – Present, Seasonal

### **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