

Susie Study Abroad

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EDUCATION

University of Richmond, Richmond, VA

May 2012

Bachelor of Science in Business Administration, Concentration in Economics; Cumulative GPA 3.85

Bachelor of Arts in Latin American and Iberian Studies

- National Merit Scholar; University Scholar – four-year full tuition academic scholarship
- Honor Societies: Phi Eta Sigma (Freshmen), Beta Gamma Sigma (Business), Sigma Delta Pi (Latino), Phi Sigma Iota (Foreign Language – Vice President), Golden Key (Academic)

Universidad de Deusto, Donostia-San Sebastián, Spain

Fall 2010

PROFESSIONAL EXPERIENCE

Intern, Highland Support Project of Guatemala, Richmond, VA

Spring 2011

- Researched the history and development of fair trade
- Synthesized findings into concise, educational material displayed on the organization's website to inform potential and current volunteers and donors about the principles of fair trade
- Gained awareness about the operation and activities of an Non-Governmental Organization

Intern, Dexsta Federal Credit Union, Wilmington, DE

Summer 2010

- Facilitated smooth operation of the credit union by working independently on administrative tasks
- Acquired an understanding of technical aspects of credit unions as well as increased experience in customer service through working in the phone center and as a branch receptionist

Tour Guide, Office of Admissions, University of Richmond, VA

Spring 2008-Present

- Energetically represented the University of Richmond to prospective students and families

Sales Associate, Express, Wilmington, DE

Summer and Winter Breaks, 2007-2010

- Utilized targeted questions to determine customers' needs; professionally handled customer issues

ACTIVITIES AND INTERESTS

- ESL Tutor, Barton Heights Elementary School, Richmond, VA, 2010-2011
- Administrative Volunteer, La Comunidad Hispana, Kennett Square, PA, 2010
- Pi Beta Phi Sorority, Vice President of Administration (2010-2011), 2008-present
- Rho Iota, University of Richmond, 2009-present
- Ultimate Frisbee Club Sport, University of Richmond, 2007-2009

SPECIAL SKILLS

- Advanced command of written, oral, and auditory Spanish; beginning proficiency in Basque
- Proficient in Microsoft Word, Excel, and PowerPoint
- Exceptional quantitative and mathematical skills