

# Susie Study Abroad

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## EDUCATION

**University of Richmond, Richmond, VA**

*May 2020*

**Robins School of Business**

Bachelor of Science in Business Administration; Double Major in Latin American and Iberian Studies  
Cumulative GPA 3.85

- 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)
- Relevant Courses: Economic Development in Asia, Africa, and Latin America; Cultures and Nations of Latin America; Managerial and Financial Accounting; Business Statistics

**Universidad de Deusto, Donostia-San Sebastián, Spain**

*Fall 2018*

## PROFESSIONAL EXPERIENCE

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

*Spring 2017 - Present*

- Represent the University of Richmond energetically to prospective students and families

**Intern, Highland Support Project of Guatemala, Richmond, VA**

*Fall 2017 - Spring 2018*

- 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 a Non-Governmental Organization

**Intern, Dexta Federal Credit Union, Richmond, VA**

*Spring 2017 - Summer 2017*

- 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

**Sales Associate, Express, Westminister, PA**

*Summer 2013 - Fall 2016*

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

## ACTIVITIES AND INTERESTS

- Pi Beta Phi Sorority, VP of Administration (Spring 2018-Fall 2018) *Spring 2017 - Present*
- Rho Iota, University of Richmond, Spring *Spring 2017 - Present*
- ESL Tutor, Barton Heights Elementary School, Richmond, VA *Fall 2016 - Spring 2017*
- Ultimate Frisbee Club Sport, University of Richmond *Fall 2016 - Spring 2017*
- Administrative Volunteer, La Comunidad Hispana, Kennett Square, PA *Spring 2016 - Fall 2016*

## SPECIAL SKILLS

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