

Terrance A. Traveler

555 Park Street
Hays, KS 67601

785-628-4260
sam_money@fhsu.edu

EDUCATION

Bachelor of Arts in Spanish, December 2013
Fort Hays State University, Hays, KS
3.86 GPA on a 4.0 scale

INTERNSHIP EXPERIENCE

Spanish Teacher, Summer 2013

Hays Recreation Commission, Hays, KS

- Instructed community members in Beginning Conversational Spanish
- Developed lesson plans

Cast Member, Summer 2012

La Cantina De San Angel Restaurant, Walt Disney World-Epcot, Orlando, FL

- Provided customer service, waited tables
- Opportunity to utilize Spanish speaking skills

QUALIFICATIONS

- Computer experience with Microsoft Windows, Word, Excel, Access, PowerPoint
- Excellent communication, time management, problem solving, and teamwork skills

AWARDS/ACTIVITIES

National Society of Collegiate Scholars

Phi Sigma Iota (Foreign Language Honor Society)

Christian Challenge Leadership Team

Hispanic American Leadership Organization

WORK EXPERIENCE

Office Assistant, January 2011-Present

Office of Multicultural Affairs, Fort Hays State University, Hays, KS

- Coordinate various campus multicultural events

Breakfast/Lunch Supervisor, August 2009-December 2010

Roosevelt Elementary School, Hays, KS

- Supervised students during breakfast and lunch breaks

VOLUNTEER EXPERIENCE

AmeriCorps Member

Big Brothers Big Sisters

Adopt-A-Mile Litter Control

REFERENCES

Available upon request

Nala Smith

5555 17th St.
Hays, KS 67601

785.259.5555
smith@scatcat.fhsu.edu

OBJECTIVE

To obtain a position in marketing utilizing my foreign language capabilities.

EDUCATION

Bachelor of Arts in German, May 2014
Bachelor of Business Administration in Marketing, May 2014
Fort Hays State University, Hays, KS
GPA 3.61 on 4.0 scale

ACTIVITIES/HONORS

Student Government Association
Delta Zeta Sorority
Alpha Kappa Psi Business Fraternity
Marketing Management Club
Dean's Honor Roll

RELEVANT COURSES

Customer Service and Relationship Management
German I & II
German Civilization
Marketing Strategies

WORK EXPERIENCE

Office Assistant, January 2012-present
Department of Modern Languages, Fort Hays State University, Hays, KS
Bartender, December 2012-present
Sip N' Spin, Hays, KS
Tour Guide, May 2010-December 2012
Sternberg Museum, Fort Hays State University, Hays, KS

SKILLS

Extensively traveled and studied in Western Europe
Computer experience with Microsoft Office, Dreamweaver, Adobe Illustrator
Excellent oral and written communication skills
Superior leadership and team work skills

REFERENCES

Available upon request