

Carmen A. Gator

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SUMMARY

(strong trait) college junior pursuing a ____ degree with (a passion for/interest in ____ (or) seeking a ____ position). Excellent ____ and ____ skills. Highly ____ with the ability to ____ and _____. (Describe hard and soft skills relevant to career goal)

EDUCATION

University of Houston – Downtown (UHD), Houston, TX

Bachelor of Art in Spanish

Minor: Spanish-English Translation

December 2016

UHD Study Abroad Program, Cuba

Summer 2016

- Studied culturally significant Old Havana, the Bay of Pigs, the Malecón, and Santa Clara
- Heightened cultural competency by navigating new cities and embracing cultural differences
- Perfected spoken Spanish through cultural and language immersion

RELEVANT EXPERIENCE

University of Houston Law Center -Immigration Clinic

Translation Intern

Jan 2016-June 2016

- Translated 10+ legal documents for the purpose of supporting legal status applications
- Provided 50+ clients with information about progress and concerns regarding immigration paperwork
- Interpreted client meetings, mock USCIS interview, home visits, and civil court proceedings

University of Houston-Downtown Houston, TX

Student Presentation- Professional Oral Communication

Feb 2013-Aug 2013

- Organized and planned 30 minute cultural presentation to academic class utilizing PowerPoint
- Engaged audience with targeted material and integration of multiple media platforms

John H. Reagan High School, Houston, TX

Teacher Assistant

Feb 2009-Aug 2011

- Guided 15 students in completing classroom work to increase understanding of material
- Interpreted conversations between teachers and parents to clarify student issues
- Prepared lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- Encouraged junior high school students to speak up and ask questions to develop independent inquiry
- Presented subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods
- Assisted students individually or in small groups in order to help master assignments and to reinforce learning concepts presented by teachers

LEADERSHIP

University of Houston-Downtown

Sigma Delta Pi

Master of Business Administration Club

Photography Club

Aug. 2015 - Present

Aug. 2015 - Present

Feb 2011 - Aug 2012

SKILLS

Language: Bilingual in Spanish (speak, read, write)

Computer: MS Access, Excel, Word, PowerPoint, Outlook