

# Mia Garcia

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## EDUCATION:

**Bachelor of Science in Latin American Studies**

December 20xx

**UNC Charlotte**, Charlotte, NC

GPA: 3.0/4.0

Relevant coursework: Spanish for Business and International Trade, U.S.-Latin American Relations, Latin American Politics, Contemporary Latin America

## RELEVANT EXPERIENCE:

**Intern**

May 20xx – present

**Latin American Chamber of Commerce**, Charlotte, NC

- Conduct research into the implications of recent immigration-related legislation; identified 20 relevant sources and created 10-page report
- Facilitate college readiness sessions for 30 students in the Youth Entrepreneur Program
- Attend meetings with Latin American-focused businesses interested in partnerships
- Assist in planning the Legal and Immigration Matters workshop, which had 82 attendees who rated the event an average of 4.7/5.0

**Front Desk Assistant**

May 20xx – August 20xx

**Thompson Child & Family Focus**, Charlotte, NC

- Used Spanish language skills to communicate with Spanish-speaking clients and visitors
- Conducted a training for 25 staff members on the needs of Latine youth and concerns raised by immigration-related legislation
- Greeted and directed visitors; answered phone; filed paperwork

**International Volunteer**

May 20xx – June 20xx

**Youth Without Borders**, Bogota, Columbia

- Taught English to 200 elementary-aged children through games, activities, and lessons
- Communicated with teachers and parents in Spanish
- Experienced Colombian culture and politics through tours and visits to key areas of the country

## CAMPUS INVOLVEMENT:

**Math and Science Tutor**

May 20xx – present

**University Center for Academic Excellence**, UNC Charlotte, Charlotte, NC

- Provide individual tutoring to 8 students weekly; students saw an average improvement of 2 letter grades
- Teach students time management and critical thinking skills

## COMMUNITY SERVICE:

- Homelessness Prevention Initiative 20xx-present
- Crisis Hotline 20xx-20xx
- Battered Women Shelter 20xx-20xx

## LANGUAGE SKILLS:

- Spanish, intermediate