

Mia Garcia

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(704) 555-5521

EDUCATION:

Bachelor of Science in Latin American Studies May 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
- Facilitate college readiness sessions for the Youth Entrepreneur Program
- Attend meetings with Latin American-focused businesses interested in partnerships
- Assist in planning the Legal and Immigration Matters workshop

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 Latinx 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 Columbian 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