

# College Graduate Resume Example

## Susan Quigley

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### Education

*Bachelor of Arts, ABC University, New York, NY, May 2011*

Double Majors: English and Latin American Studies

Minor: Spanish

Overall GPA 3.875; Honors each semester

Study Abroad: Bogota, Colombia - January 2010

### Related Experience

*Library Assistant, Cervantes Library, ABC University*

Sept. 2007 - present

Assist students with research best practices

Designed a presentation, published to University website, outlining how to most effectively use all of ABC University's library facilities in undertaking a basic research project

Perform general administrative duties to support professional staff

*Founder and leader, Harry Potter Book Club, New York, NY*

Jan. 2007 - present

Discuss the origins of one theme from the Harry Potter series with roots in classical mythology or parallels to modern history each week with middle school students

Supply external primary sources, teach students how to make connections between these documents and the work of fiction

Bring the conversation to modern day events and lessons applicable to students' everyday lives

Hold weekly readings by middle schoolers open to younger children for half an hour before each discussion

*Intern, Calles y Sueños Cultural Space, Bogotá*

Spring 2009

Helped design and implement programs in which community-based artists traveled to schools to work with children, teaching them about expression through art

Assisted in teaching complimentary English lessons to community members

*English Tutor, Queens, NY*

Jan. 2008 - May 2008

Assisted student in writing and proofreading essays, focusing on emphasis through rhetorical devices

*Volunteer at Community Library, Queens, NY*

Jan. 2008 - May 2008

Catalogued thousands of donated books, CDs, and DVDs

Started weekly book group for elementary students to learn basic Spanish words through listening to children's books read aloud and translated

*Summer Counselor, NY Arts Camp*

Summer 2004 - Summer 2007

Coordinated cultural outings for children aged 10-13 i.e. trips to the theater, musical concerts, and museums including backstage conversations with artists when possible

Helped students to plan, advertise, and hold their own artistic performances and exhibitions

*Swim Team Assistant Coach, Brooklyn, NY*

Summer 2006

Taught 6-8 year olds to swim the four major strokes

Designed drills to keep swimmers engaged and motivated for an hour every morning

### Other Experience

Trombonist in All-state wind ensemble, section leader in jazz band

Arts & Culture Editor, PS 101 High School Paper High School