

## Ann Example

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### OBJECTIVE

Gain experience with immigration policy and advocacy through an internship in Washington, DC

### EDUCATION

**University of California, Riverside** June 2011

B.A. in **Political Science** and **Spanish**; Minor in **Women's Studies**

GPA: 3.51/4.00; Dean's List Fall 2007 – Present

**Universidad Nacional Autónoma de México** Mexico City, Mexico (Jan – May 07)  
Education Abroad Program, University of California

**Cabrillo College** Aptos, CA

AA degree in Communication Studies (June 06)

#### Relevant Course Work

American Government

Comparative Politics

Political Theory

Scientific Study of Politics

Latin American Politics

American History

### RELEVANT EXPERIENCE

**Tour Guide and Front Desk Attendant**, UC Riverside September 2007-Present

- Scheduled and conducted general campus tours, private tours, and large group tours
- Gave up to date information to visitors about events on campus and the academic undergraduate and graduate departments
- Tour Guide of the Month, Jan 08; Front Desk Attendant of the Month, Apr 08

**Intern**, Law Offices of Cruz and Meyer, Anywhere, CA Jun - Sept 07 and 08

- Provided general administrative and clerical services in Spanish and English for law firm specializing in immigration and citizenship legal services
- Provided written and spoken Spanish-English and English-Spanish translation services for clients and attorneys
- Attended and provided assistance at depositions, court appearances, and other legal proceedings

**Waitress and Hostess**, The Place To Eat, Riverside, CA June 03 – Present

- Worked in a fast paced environment at a popular upscale restaurant
- Developed customer service skills by booking reservations, serving customers, and resolving patron complaints

### SKILLS

**Language:** Fluent in written and spoken Spanish

**Communication:** Comfortable and accomplished public speaker. Experienced with professional and legal writing styles.

**Computer:** Proficient with both Mac and PC formats. Experienced with MS Office Suite, webpage design, and publishing software