

<b>OBJECTIVE</b>	To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.	
<b>EDUCATION</b>	<b>Valparaiso University</b>   Valparaiso, IN <i>Bachelor of Science in Business Administration</i> <span style="float: right;"><i>May 2010</i></span> Major: International Business      Minor: Spanish Cumulative GPA: 3.92/4.0      Major GPA: 3.98/4.0	
	<b>Universidad de las Américas</b>   Puebla, Mexico <span style="float: right;"><i>Spring 2008</i></span> Studied business and Spanish	
<b>EXPERIENCE</b>	<b>Sinotec Technology Co. Ltd.</b>   Hangzhou, China <span style="float: right;"><i>May to June 2009</i></span> <i>Intern</i> <ul style="list-style-type: none"> <li>• Presented English PowerPoint presentations to colleagues</li> <li>• Revised and edited English manual</li> </ul>	
	<b>LIN Television</b>   Indianapolis, IN <span style="float: right;"><i>June to August 2007</i></span> <i>Accounting Assistant</i> <ul style="list-style-type: none"> <li>• Compiled and prepared bills for mailing</li> <li>• Revised advertisement logs</li> <li>• Operated station's switchboard</li> </ul>	
	<b>CVS/Pharmacy</b>   Westfield, IN <span style="float: right;"><i>June 2004 to August 2009</i></span> <i>Sales Clerk</i> <ul style="list-style-type: none"> <li>• Remodeled product layouts; assessed and organized inventory</li> <li>• Operated cash register and assisted customers with photo products</li> </ul>	
<b>ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Kappa Kappa Gamma Women's Fraternity, 2007 to present -Recruitment Chairman, Event Chairman, Standards Committee</li> <li>• Beta Gamma Sigma Honor Society, 2009 to present -Vice President</li> <li>• Alpha Lambda Delta Honor Society, 2007 to 2008</li> </ul>	
<b>HONORS</b>	<ul style="list-style-type: none"> <li>• Valparaiso University Presidential Scholarship, 2006 to present</li> <li>• Phi Beta Chi / Kappa Kappa Gamma Alumnae Scholarship, 2009</li> <li>• The Susanna Eibel Young Award for Academic Excellence, 2009</li> <li>• Greek Woman of the Year Nominee, 2010</li> <li>• UPS Scholars Program Scholarship, 2008</li> <li>• Sam Walton Community Scholarship, 2006</li> </ul>	
<b>CAPABILITIES AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Intermediate Spanish language skills</li> <li>• Microsoft Office Suite 2007</li> </ul>	