

Name

Email · Telephone · City · LinkedIn

EDUCATION

University name and program, City
Degree

Expected: Month 20XX

University name and program, City
Degree
Exchange year, place

Month 20XX

CERTIFICATES

Language: Certificate name **Software:** Certificate name **Other:** Certificate name

WORK EXPERIENCE

Job Title/Internship Title

Organization name- slight description, Location

Month 20XX – Month 20XX

- Scheduled trade shows across the country with 50-100 attendees
- Collaborated with multiple departments and vendors to organize trade shows
- Processed accounts payable and receivable with trade show partners and reported to finance team

Job Title/Internship Title

Organization name- slight description, Location

Month 20XX – Month 20XX

- Developed educational materials for adult and young students between A1 and B2 levels
- Managed team of 20 instructors for 8 non-English languages and planned group and private classes

Job Title/Internship Title

Organization name- slight description, Location

Month 20XX – Month 20XX

- Facilitated afterschool program for groups of 5 to 75 students across New York
- Acted as ARO for F-1 visa program and main contact for bi-annual auditing by the State Department

OTHER RELATED EXPERIENCE (Volunteer Experience can be added here too)

Job Title- Organization, Location

Month 20XX – Month 20XX

Job Title- Organization, Location

Month 20XX – Month 20XX