**Grace Globetrotter**

1500 W. Sun Devil Way Tempe, AZ 85281 (555) 555-5555 gglobetrotter@asu.edu

**SUMMARY**

Dedicated Global Studies student with extensive leadership and international experience seeking an internship utilizing bilingual skills and an opportunity to make community and cultural connections.

**EDUCATION**

**Bachelor of Arts, Global Studies** May 2015

Barrett, the Honors College, Arizona State University, Tempe, AZ GPA: 3.6

* Dean’s List 2012-2013

**Relevant Courses**

Mechanisms of Governance Religion & Global Politics Islamic Societies in Africa

Thinking Globally Borders & Identities Religion, Nationalism, & Ethnic Conflict

**GLOBAL EXPERIENCE**

**Study Abroad Morocco** Fall 2013

* Adapted and assimilated into a new cultural environment, developing a global mindset while creating new relationships with fellow international students and overcoming language barriers
* Analyzed the continued evolution of the Moroccan government from a strong, centralized monarchy to a parliamentary system resulting in a 15-page thesis utilizing various theories of governmental change

**Language Proficiency**

* Fluent in Spanish – reading, speaking, and writing
* Working proficiency in Italian – reading, speaking, and writing

**Travel Abroad**

* Spain, Portugal, Italy, and Greece

**PROFESSIONAL EXPERIENCE**

**International Relations Intern** February 2014 - Present

City of Phoenix, Phoenix, AZ

* Maintain and update the membership database of over 400 members to enhance continued and consistent communication among all members
* Serve as an administrative assistant to the Executive Director, contacting and meeting with many professionals and dignitaries to promote financial and economic relations resulting in continued collaboration and initiatives to increase the city’s economic growth
* Respond to concerned constituents regarding economic and political issues, ensuring quality service while providing accurate and pertinent information improving the city’s public image and popularity among its constituents

**COMMUNITY INVOLVEMENT**

**Tour Guide** January 2013- Present

Devil’s Advocates, Arizona State University, Tempe, AZ

* Lead groups of up to 25 prospective students and their families on tours across campus while relaying university information and answering any questions asked
* Maintain professional demeanor as a representative for the university, while engaging potential students to market ASU and its facilities

**Vice President** August 2012 – August 2013

Model United Nations, Arizona State University, Tempe, AZ

* Organized and coordinated a campus event to discuss the United States’ agenda on the war on terror, drawing over 50 students and leading to an ongoing dialogue regarding US foreign policy
* Researched various international issues, such as the economic status of the European Union, to prepare mock proposals for an economic reformation

**SKILLS**

* Proficiency in Microsoft Office Suite: Word, PowerPoint, Excel, Access, Outlook