

## First and Last Name

Email | Phone Number

linkedin.com/name

### EDUCATION

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Southern Illinois University Edwardsville (SIUE)

Edwardsville, IL

**Bachelor of Arts in Foreign Languages and Literature**

Expected Graduation: May 20XX

**Specialization: German**

*Minor: Classical Studies*

### RELEVANT COURSEWORK

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Advanced German

German Culture

German Civilization

Classical Political Theory

German Language Structure

Word Analysis: Latin and Greek Roots

### WORK EXPERIENCE

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#### Registrar Intern

August 20XX-Present

Pulitzer Art Foundation

St. Louis, MO

- Assist the Registration department in reviewing, organizing, and maintaining data in The Museum System (TMS).
- Process and managed digital images, ensuring accurate and up-to-date records.
- Review and organize information related to objects, loans, exhibitions, and constituents according to institutional data entry standards.
- Identified and resolved duplicate constituent and object records, enhancing database accuracy.

#### Crew Member

May 20XX-August 20XX

Alamo Drafthouse

St. Louis, MO

- Answered guest questions accurately or directed them to the appropriate resource
- Cleaned and maintained auditoriums, restrooms, lobbies, concession areas, and box office areas
- Monitored auditoriums for picture and sound quality, temperature, lighting levels, audience behavior

### SKILLS

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Microsoft Word

60 WPM Typing

Microsoft PowerPoint

Canva

Google Suite

Adobe Suite

### HONORS AND AWARDS

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SIUE Dean's List

Fall 2024-Present

SIUE Cougar Pride Scholarship

Fall 2023-Present

*Sample Resume* – Please contact us for additional assistance.

SIUE Career Development Center | (618)650-3708 | [careerdevelopment@siue.edu](mailto:careerdevelopment@siue.edu)