

SAMPLE COMBINATION RESUME

Methodist University Graduate

5400 Ramsey Street Fayetteville ♦ NC 28311
(910)630-7333 ♦ graduate@student.methodist.edu

Objective

A recent Global Studies graduate with international teaching experience, interested in an opportunity to work as a translator for the government.

Career Profile

- Strong team building, project and time management skills
- Ability to interact with a wide variety of cultures
- Advanced proficiency in Japanese; intermediate proficiency in French and Arabic
- Excellent customer service and communication skills
- Experience initiating, facilitating and moderating classroom discussions
- Stay abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences

Education

Methodist University, Fayetteville, NC; May 20XX
Bachelor of Arts in Global Studies

Study Abroad; Alexandria, Egypt; Summer 20xx

4-H International Exchange Program Tokyo, Japan; Summer 20xx

Relevant Experience

Carolina Center for ABA and Autism Research, Raleigh, NC; January 20xx- Present
Applied Behavioral Analyst

- Execution of ABBLIS teaching program for children diagnosed with Autism Spectrum Disorder
- Scheduled innovative activities to raise the child's learning welfare
- Intermittent monitoring of the child to recognize advancement
- Prepared teaching materials for sessions
- Implemented individualized programs to target maladaptive behavior

Lesson4U, Kanazawa, Japan; September 20xx – 20xx
English Teacher

- Taught groups lessons and private lessons to a variety of students ranging from toddlers to adults
- Created lesson plans to teach English as a Second Language
- Used a variety of techniques to challenge students: white board, videos, activity books, drawings and computers
- Administered essay assignments, graded papers and homework sets
- Coordinated seasonal parties, budgeting and activities
- Collaborated with co-workers in monthly meetings on student growth

Additional Employment History

Methodist University's Work Study Program, Fayetteville, NC; August 20xx-May 20xx
Accounts Payable Assistant

Walgreen's, Siler City, NC; October 20xx- January 20xx
Department Specialist

Staples, Asheboro, NC; November 20xx-October 20xx
Copy and Print Center Associate