

Hailey Sharpe

Home 555-555-5555 Cell 555-555-1234
haileysarpe@XYZcollege.edu
456 Oakwood Terrace
Philadelphia, PA 12121



Age: 29
Nationality: American
Race: Caucasian

Education

Sagamore College, *Saratoga Springs, NY*

May 2009

- Bachelor of Arts in Spanish with International Affairs Minor
- Cumulative GPA: 3.80

Sagamore College in Madrid, *Madrid, Spain*

September 2007-July 2008

- Studied at Universidad de Madrid
- Lived with Spanish host family and traveled throughout Spain for two semesters

Teaching and Related Experience

ESL Intern, *Madrid, Spain*

January-May 2008

- Taught English conversation and grammar to first-year university students
- Developed lesson plans for each class
- Met one-on-one with students who struggled most with the course

Supervisor, *Town Parks & Recreation Dept., Albany, NY*
Lifeguard / Swim Instructor

Summer 2007

Summers 2003-2006

- Taught swim lessons to children ages 3-8
- Taught aqua aerobics class for senior citizens
- Supervised staff of 20 lifeguards and attendants

Volunteer Hebrew School Teacher, *XYZ Temple, XYZ Town, NY* 2005-2006

- Taught third grade students various religious topics using class discussion, games and handouts to keep students engaged
- Directed students in a religious-themed play which they performed for family

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Additional Experience

Research Assistant, Foreign Languages Dept, XYZ College Fall 2007-2009

- Collect information from Spanish and Latin American print resources
- Answer phones, make copies, send faxes, and perform other administrative duties

Student Departmental Representative, XYZ College Fall 2008-Spring 2009

Co-curricular Activities

- Sagamore College A Capella Group
- Sagamore College Club Swim Team
- Received Most Improved Swimmer Award

Fall 2006-Spring 2009

Fall 2006-Spring 2009

Computer / Language Skills

- Fluent in Spanish
- Proficient with Microsoft Word, Excel, and PowerPoint
- Familiar with Q&A, and WordPerfect