

Lennox Linguistic

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EDUCATION

Bachelor of Arts in LLCL: Linguistics

Florida Atlantic University

Overall GPA: 3.9/4.0

May 20XX

Boca Raton, FL

RELEVANT COURSEWORK

Phonetics & Phonology, Morphology & Syntax, Semantics & Pragmatics, Patterns of Language, Psycholinguistics, Language Acquisition, Cognition, Psychology & Language

EXPERIENCE

Tour Guide

Around the World Travel Agency

Summer 20XX

Jupiter, FL

- Planned summer itinerary and excursions throughout Europe for group of 125 travelers
- Used multilingual and interpersonal communication skills to successfully communicate with venue colleagues and local residents
- Researched key destinations in preparation for engaging touring presentations
- Maintained precise client documentation resulting in an organized and well-run trip
- Accomplished a client satisfaction rate of 100% resulting in a high rate of return clients

Spanish-to-English Translator

Speak to Me Translations & Linguists

May 20XX-August 20XX

Boynton Beach, FL

- Performed translation and interpretation duties including written texts, localization, audio recordings, internationalization, and live presentations
- Translated legal documents, website content, corporate/legal reports, and newsletters
- Provided interpretation and transcription services for clients

SKILLS & CERTIFICATES

Fluent in Spanish | Certified Travel Agent | CPR and First Aid Certified | Proficient in Microsoft Suite, SAP Concur, Google products

MEMBERSHIPS

FAU Linguistics Society, Member

Sigma Delta Pi (National Spanish Honor Society), Member

August 20XX - Present

January 20XX - Present



FAU CAREER CENTER

777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220
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