

**FirstName LastName**

mailing address (optional)

email | phone number

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**EDUCATION**

**BA Classical Philology (Greek and Latin), Concentration in Spanish**

May 2021

**University of Dallas**, Irving, TX

GPA XX, Dean’s List, National Merit Scholarship (full tuition), Spanish Departmental Scholarship, Phi Beta Kappa

Study Abroad: Rome, Italy, Spring 2019; Recipient of Rome Academic Award

Recipient:

- AIA Jane C. Waldbaum Archaeological Field School Scholarship, 2020
- CAMWS Manson A. Stewart Undergraduate Award, 2020
- Etruscan Foundation Field Work Fellowship, 2019
- National Latin Exam Gold Medal, Spring 2017

**Languages:** Spanish and Polish fluency (speaking, reading, writing), Latin, Ancient Greek, and Italian (reading)

**RESEARCH**

**Field Work Volunteer**

Summer 2019

*Gabii Project*, Gabii, Italy

Advisor: Dr. XX

Description of research and “deliverables.”

**Research Assistant**

Sep 2019 – Present

*University of Dallas Classics Department*, Irving, TX

Advisor: Dr. XX

Edit translation of Coluccio Salutati’s treatise “De nobilitate legum et medicinae.” Read the Latin text and translate to English. Compare translation to Dr. XX’s work to verify that no words are left out and that the translation is faithful to the original in content and meaning. The research project will be a publication of the Harvard University Press and, upon publication, will be the first English translation of the I Tatti Series. Project to be published May 2021.

**EXPERIENCE**

**Departmental Assistant**

Sep 2019 – Present

*University of Dallas Classics Department*, Irving, TX

- Make recommendations for university library acquisitions. Process includes:
  - Assess budgetary limitations (provided by Departmental Chair)
  - Research recent publications from Oxford Press, Cambridge Press, Bryn Mawr Commentaries
  - Verify current library holdings
  - Compile final list of recommended acquisitions, making recommendations about priority texts
- Maintain departmental student library, inventorying current holdings, managing circulation process
- Compile content and draft text for emails sent to students and faculty (reading groups, course offerings)
- Coordinate tutors, soliciting individual scheduling preferences and planning final schedule
- Build departmental student event calendar, planning socials and reading groups (polling students to determine preferred event times)
- Developing a comprehensive list of student fellowships, scholarships, research, and internship opportunities

**Spanish Tutor (beginner to advanced)**

*University of Dallas Modern Languages Department*, Irving, TX

Jan 2018 – Present

- Evaluate language capabilities of graduate and undergraduate level students, providing detailed reports to faculty.
- Provide detailed explanations, pronunciation tips, interactive dialogues, vocabulary quizzing, grammar exercises, and reading practice
- Correct student essays and proctor placement exams

**Self-Employed Spanish and Latin Tutor**, Washington, DC Sep 2016 – Jul 2018

- Taught two students (one of whom was at risk of failing Spanish and the other of failing Latin)
- Designed curriculum to remediate and accelerate language including hundreds of study resources including vocabulary worksheets, declension and conjugation charts, and grammar and translation exercises
- Achieved outcome of students successfully completing language requirements and graduating on time

### LEADERSHIP & SERVICE

**President** Oct 2019 – Present

**Classics Club**, Irving, TX

- Reorganized the dormant club and redirected the purpose of the club to promote awareness of Classics on campus and to provide programming to promote community among students with interests in Classics
- Applied for university club charter, completed requisite administrative training, and publically relaunched the club in the spring of 2016, soliciting 13 new members with plans for continued growth
- Hosted events including Classics Game Night (Latin Scrabble) and an educational event cohosted with the Residence Hall Association

**English Tutor, Group Leader** Jan 2019 – May 2019

**Dallas Volunteer Program**, Rome, Italy

- Practiced English through conversation, grammar and vocabulary exercises with local Italian high school students
- Submitted weekly progress reports to program director and created lesson plans based on student outcomes

### PERSONAL

**Haiti Mission Work (five-day mission trip)** 2018, 2020

**Haitian Creole Translator**

- Evaluated progress of established programs to determine efficacy and needs for expansion (ex: families who learned various trades and industries)
- Performed needs assessments of local families, reported findings to group leaders

**Nicaragua Mission (seven-day mission trips)** 2015, 2016, 2017

**Spanish Translator**

- Raised \$2000.00 in funds in order to purchase supplies for local citizens
- Performed construction work to build new structures
- Managed inventory of supplies

**Group Leader (Founding Member)**

**Lunch Bunch Program**, Harris Public Elementary School, Washington, DC 2017 – 2020

- Developed individualized intervention plans to inspire a love of reading for children reading below grade level
- Served between 5-15 students in large group settings and directly tutored two specific students per academic year