

## Resume “People jobs”

Maddy D  
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### EDUCATION

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**University of Illinois at Urbana-Champaign**

BA with honors, May 202x

Majors: Spanish and English; minor: Secondary Education

### RELATED EXPERIENCE

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#### CENTENNIAL HIGH SCHOOL

*Student Teacher*

January – May 2021

- Collaborated with special education co-teachers to plan and administer accessible instruction and individualized supports
- Supported students’ acquisition of analytical writing skills through direct instruction, tutoring, and constructive feedback
- Planned and implemented culturally responsive instruction in a diverse English Language Arts classroom

#### PARKLAND COLLEGE

*College for Kids Assistant*

June – July 2020

- Devised strategic approaches to enhance the camp experience for students with learning challenges
- Collaborated with teachers to plan instruction and engage elementary and middle school students in learning activities

#### HOGAR DE ESPERANZA ORPHANAGE (Trujillo, Perú)

*Children’s Summer Camp*

June – July 2019

- Led team of five volunteers in creating a variety of age-appropriate dual-language activities
- Supervised daily activities to ensure safety of all participants.
- Created a weeklong summer camp program in English and Spanish for 30 children ages 3-17

### COMMUNICATIONS EXPERIENCE

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#### ILLINOIS HISTORY AND LINCOLN COLLECTIONS

*Undergraduate Special Projects Assistant*

September 2019 – December 2021

- Produced and edited blog, social media, and exhibit text independently and in collaboration with unit staff
- Conceptualized and designed educational resources and exhibit elements to promote public engagement
- Assisted local and remote researchers in exploring and utilizing unit resources

#### UNIVERSITY OF ILLINOIS OFFICE OF UNDERGRADUATE RESEARCH

*Undergraduate Research Apprentice*

January – May 2021

- Participated in literary research on portrayals of disability in contemporary Spanish literature and film
- Engaged the public in research findings through written content, graphics, and oral communication

#### ILLINI MEDIA COMPANY

*Buzz Weekly Food & Drink Assistant Editor*

March 2018 – March 2019

- Directed development, editing, publication, and social media promotion of online Food & Drink content
- Collaborated with section editor to recruit writers and trained writing engaging, professional content

### PROJECTS

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#### SENIOR HONORS THESIS

January - April 2021

“*Where are the Maestros? Education Reform, Realism, and Reader Responsibility in Nicholas Nickleby and La Desheredada*”

- Designed interdisciplinary research topic in consultation with faculty advisors from Department of Spanish
- Analyzed eight primary sources and 35 secondary sources to establish validity of argument
- Crafted multiple drafts of 40-page analysis demonstrating the international impact of 19th-century educational reform
- Achieved highest departmental honors for breadth of project and depth of analysis

## Cover letter “people jobs”

Date  
Organization’s Address  
Street  
City, State Zip

Dear Ms. Morgan Park,

I would like to express my enthusiasm for applying for an assistant to Congressman Mike Congress position, the position signifies a possibility of making an impact in the community I grew up in. As a Spanish Major at the University of Illinois Urbana-Champaign, I have developed various skills, that will serve as an asset for your office. I have excellent communication, multicultural awareness, writing, and research skills.

As an assistant with the Illinois History and Lincoln Collection, research appreciate and assistant editor, I developed communication, and teamwork skills. I was able to listen to the concern of the team members, and supervisors to address the needs of the project in front of us as well as plan for future devours. I also worked at Centennial High School, Parkland College, and Hogar Esperanza Orphanage to support their missions to promote multicultural understanding and educational development. In these three situations, I developed my Spanish communication and cultural understanding. Working these three positions, I understand the importance of having good communication skills, especially when there are cultural differences.

During my years attending the University of Illinois, I have developed excellent research and writing skills. I have completed an Honors thesis, “Where are the Maestros? Education Reform, Realism, and Reader Responsibility in Nicholas Nickleby and La Desheredada” which was given the highest Departmental honors. This along with my work at the Ilini Media as an editor honed my writing and research skills. These positions along with my standard coursework helped improve my ability in writing short and informative summaries and briefs. My writing and research skills will be beneficial in writing research summaries, briefings, correspondence, and editing. During my time in University, I have developed a passion for writing and cultural awareness.

Thinking on the fly or problem solving in a group is a skill that I have developed thru many of my experiences. Working abroad in Peru, everyday tasks were know seen through a new lens. I had to adjust to new ways of approaching so many tasks from communications, understanding of what community means, what is safe and when to arrive to events. This experience will forever stay with me as I approach how new members of a group or community should be welcomed and trained in a task.

All my varies experiences in communications, multicultural understanding, and research combine to a strong team member. I bring to this office all these skills and a passion to assist others. I would be a great access to your team, your constitutes, and the Congressman to serve the 10th district of Illinois.

Sincerely,

Maddy D

Enclosed: resume