

Carmen Yvonne

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PROFESSIONAL SKILLS PROFILE

- Effective written and oral communication
- Research experience
- Critical analysis skills
- Teaching/mentoring experience
- Strong organization skills
- Historical Methodology
- International Business
- Leadership qualities

EDUCATION

Bachelor of Arts in History

Liberty University, Lynchburg, VA

Anticipated May 2013

GPA: 3.8

Organization: History Club, President

International Study Program - Selected Participant

Liverpool, England

September 2008 – July 2009

RESEARCH AND WRITING EXPERIENCE

Department of History, Liberty University, Lynchburg, VA

Fall 2012

Advanced Seminar Research

- Identified and formulated research questions based on analysis of historical information
- Conducted research using multiple resources including online databases and library reference material
- Presented findings to seminar participants, engaged peers in group discussion, and incorporated feedback into final written document

Law Intern

Britton, Limke, & Bryce, Chicago, IL

Summer 2012

- Conducted research and assisted in preparation of legal cases for employment civil rights lawsuits often focused on gender and race discrimination
- Synthesized deposition testimony, indexed documents, and proofread legal briefs for the managing partner

CLIENT SERVICES EXPERIENCE

Server

Penelope's Italian Restaurant, Denver, CO

August 2007 - Present

- Provide service and field questions regarding an extensive rotating menu
- Manage large volume of customer requests while maintaining excellent service
- Received Customer Service Award of Excellence for exceptional communication skills

Tutor

Liberty University, Lynchburg, VA

August 2011 – May 2012

- Mentored and built positive relationships with international students
- Tutored clients individually with wide range of learning abilities, requiring creativity and organizational skills

LEADERSHIP INVOLVEMENT

CHAMPION Staff Reporter

Liberty University, Lynchburg, VA

August 2010 – May 2012

- Lead reporter responsible for capturing campus events for 12,000 residential students