

ASHLEY ADAMS

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OBJECTIVE

To obtain an intership with a translation company for Summer 2005.

EDUCATION

Kent State University	Kent, OH	Present
Working towards M.A. in Spanish Translation.		
Rockford College	Rockford, IL	May 2004
<ul style="list-style-type: none">▪ B.A., Spanish Language and Culture.▪ Elected to Phi Beta Kappa.▪ Graduated Summa Cum Laude.		
<i>Universidad de Salamanca</i>	Salamanca, Spain	Summer 2003
Completed Intensive Spanish Language program.		
<i>Universidad de Sevilla</i>	Seville, Spain	Spring 2003
Completed Spanish Language and Humanities program.		

EXPERIENCE

Rockford College Writing Center – <i>Peer Tutor</i>	Rockford, IL	2001–2004
<ul style="list-style-type: none">▪ Tutored more than 120 students, including 17 English-as-a-second-language (ESL) students.▪ Instructed students in the development, organization, and clear expression of written ideas.▪ Demonstrated proficiency in editing and proofreading texts from many fields, including business, the social sciences, education, and literature.▪ Worked effectively with clients of diverse backgrounds, needs, and ability levels.		
American Red Cross Homeless Shelter – <i>Translator (volunteer)</i>	Rockford, IL	Fall 2003
<ul style="list-style-type: none">▪ Translated paperwork for intake of new clients from English to Spanish.▪ Translated promotional material from English to Spanish.		
Rockford College English Department – <i>Research Assistant</i>	Rockford, IL	2001–2002
<ul style="list-style-type: none">▪ Researched and acquired books needed for projects.▪ Examined archival sources for material relevant to professor's research.▪ Proofread manuscripts.▪ Demonstrated responsibility needed to work independently on multiple projects.		
Oregon Public Library – <i>Page</i>	Oregon, IL	Summer 2001 and 2002
<ul style="list-style-type: none">▪ Assisted patrons with computers, Internet, and online library catalog, helping them locate books and otherwise use library resources.▪ Worked at circulation desk, attending to patrons and checking materials in and out.▪ Entered library materials into computerized catalog system. Helped maintain organization of books, periodicals, and other items.▪ Helped prepare for and carry out children's activities during youth summer reading program.▪ Created promotional brochure using desktop publishing skills.		
Burton Placement Services – <i>Substitute Clerk</i>	Oregon, IL	Summer 2001
<ul style="list-style-type: none">▪ Took calls from employers seeking temporary or contract employees.▪ Responsible for distributing paychecks to employees.		

