

# Mary Madrid

(631) 000-0000  
[marymadrid@world.net](mailto:marymadrid@world.net)

222 Woodlawn Avenue, St. James, NY 11780  
ePortfolio: [www.marymadrid@google.com](http://www.marymadrid@google.com)

I have the following skills to offer your company for an entry-level position.

- Bilingual in Spanish and Italian
- Computer skills and knowledge of business and office procedures
- Collaboration skills for team productivity

**EDUCATION:** Anticipated graduation date June 2011, Smithtown High School, Smithtown, NY.

**FUTURE PLANS:** Attend college to study International Business.

## 21<sup>st</sup> CENTURY WORKPLACE COMPETENCIES

### Academic Achievements

- Currently enrolled in the School of Business which connects academic and career and technical education courses with project based learning and content related to real-world applications.

### School of Business and LOTE Courses

- Business Law
- Accounting
- Spanish, 4 years
- Marketing
- Business Analysis
- College Italian
- eBusiness
- Fashion Marketing
- Business Communications

### Critical Thinking Skills

- Successful completion of three Ford Partnership for Advanced Studies inquiry based units:  
Markets Without Borders                      Global Citizens  
The Wealth of Nations                      Careers, Companies and Communities

### Use of Technology

- In Business Analysis class, I identified a global problem of increasing trade with third world countries. Gathered information, interviewed federal officials, and made a presentation to the class on how to increase trade relations based upon the acceptance of cultural differences.

### Using Information and Resources Team Collaboration

- Able to create professional business documents using Microsoft Office 2007 (Word, Excel, PowerPoint and Access).
- Able to collaborate with team members by using Google Docs applications.
- Able to create podcasts, blogs and wikis for communications and marketing tasks.
- Visited Stony Brook University for the purpose of gathering data and information related to global economics and world trade.
- Collaborated with a four-member team on the production of a twenty page white paper, World Trade 2020

### Communications

- For entry-level positions, able to speak, write and comprehend in Spanish and Italian with clients, patients or customers.
- LOTE Daily Announcer: Announce several of the daily announcements to the school population using my Spanish.
- Connected globally to students in Kiruna, Sweden via Skype for the purpose of sharing ideas and common interests related to education, careers, economy and government.

### Leadership Skills

- Active member of the National Foreign Language Honor Society..
- Student member of the Wantagh Business Advisory Board.
- Varsity Winter Track team member.
- Student Council Representative during junior and senior years

### Internships

- **Office Assistant**, European Import/Export Logistics, Smithtown, NY. 10/10 to present. Duties include: Faxing, filing, phones and computers.
- **Field Visit to the United Nations** for the purpose of experiencing global communications and cooperation.
- **Student Intern** - Explored the field of health science through a fifty-hour internship at Nassau St. Catherine's of Siena Hospital. Able to use my Spanish skills with patients and visiting relatives.
- **Field Visit** - Explored the career field of human resources management through a four-hour visit to World Foods, Lake Grove, NY.
- **Community Service** – assisted the Sons of Italy in coordinating a 5 Mile Run for the victims of the Italian earth quake in 2009.



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