

# Tim T. Citadel

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**OBJECTIVE:** To obtain summer employment

**EDUCATION:** The Citadel, The Military College of South Carolina  
Major: **Business Administration and Spanish** Minor: **Pre-Law**  
**GPA:** \_\_\_\_ Graduation Date: May 2008

**SKILLS:** *Fluent in Spanish* Time Management Selling  
Presentation Organizational Writing

**EXPERIENCE:** **Sales and Entertainment Representative** Summers 2002-2004  
X Baseball, City ST

- Served as the Summer Baseball Camp Director
- Operated and sold merchandise from the souvenir stand
- Coordinated promotional events during the game
- Handled customer services and relations
- Assisted with running scoreboard during the game

**Server** Fall 2003-Spring 2004  
Baskin Robbins, City ST

- Provided excellent customer service
- Served as a liaison for management and customers
- Trained new employees

**Translator** Summer 2003  
Allegro Inc., City ST

- Translated manuals from English to Spanish and vice versa
- Conducted presentations in Spanish to work crews at their job sites
- Translated contract negotiations for different companies
- Translated applications for employees

**COMPUTER SKILLS:** MS Word MS PowerPoint MS Excel  
MS Access MS Works

**ACTIVITIES:** *The Citadel* Intramurals Baseball Team Member  
*High School* Treasurer of Spanish Club Captain of Rugby Team

**INTERESTS:** International Business Law Football  
Baseball Music Sales

*References Available Upon Request*