

Donna Quixote

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PROFESSIONAL EXPERIENCE

- Eco Latino, St. Augustine, FL** 20xx
Ad Sales Intern
- Contact 50-100 prospective customers daily by phone offering them the opportunity to advertise in Eco Latino the only Spanish publication distributed in the Northeastern Florida
 - Assisted in coordinating sales in “De Paseo,” the only Spanish visitors guide to St. Augustine, Florida
 - Contact 50-75 local businesses to advertise in the first and only Spanish visitors guide in NE Florida
 - Updated information for 50 Spanish speaking lawyers in “Tus Derechos,” a directory of lawyers in NE Florida
 - Coordinated activities and events for the calendar in Eco Latino
- Express, St. Augustine, FL** 20xx
Retail Sales
- Responsible for attaining sales goals up to \$1,200 daily
 - Responsible for following up with current customers to offer new advertising opportunities

EDUCATION

- Bachelor of Arts in Business Administration April 20xx
Bachelor of Arts in Spanish
Marketing minor
Flagler College, St. Augustine, FL
- Don Quijote University, Barcelona, Spain** 20xx
Successfully completed levels Intermediate to Advanced in Spanish at the Barcelona Campus
- The Intercultura School, Heredia, Costa Rica** 20xx
Successfully completed levels Beginner to Intermediate in Spanish at the Heredia and Samara Campus
- Academic Scholarship, Flagler College 20xx-20xx
Florida Resident Access Grant Award 20xx-20xx
Michigan Educational Assessment Program (MEAP) 20xx-20xx

ACTIVITIES

- Flagler College Tennis Team 20xx
Clarkston High School Student of the Month 20xx
Clarkston High School Student Leadership Club 20xx-20xx
DECA High School Division 20xx-20xx

OTHER EMPLOYMENT

- Restaurant Service 20xx-20xx

