

# Samuel S. Young IV

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## EDUCATION

Temple University, Philadelphia, PA May 2020  
Bachelor of Arts, Spanish: Language, Literature, Linguistics | Certificate: Linguistics  
GPA: 3.75

*Study Abroad:* Oviedo, Spain Spring 2019  
Santiago, Chile Spring 2016

## EXPERIENCE

Temple University - College of Science and Technology, Philadelphia, PA June 2017 – Present  
*Administrative Assistant*

- Organized and retrieved information of required documents for prestigious national and international research nominations, as well as finalizing the nominations for submission.
- Assisted in preparing and assembling a list of invite speakers for national and international symposiums. Maintained correspondence with speakers and aided in gathering materials for their individual presentations.
- Aided in business travel and expense reports in TU Marketplace and Concur.
- Prepared and edited 200+ research papers to be created into a publication. Gathered files and combined into a book to be published.

Employment Skills Center - Carlisle, PA September 2015 – September 2016  
*Instructor*

- Collaborated with staff to provide a useful curriculum that would meet the needs of students.
- Instructed courses of Basic Computer skills; responsible for creating a curriculum, teaching 20 students, grading assignments, and providing feedback.
- Aided English Second Language class; helping students develop their language abilities and prepare for the citizenship test.

## VOLUNTEER

English and Spanish Tutor May 2017 – Present

- Tutored students with their reading comprehension, writing, listening, and speaking skills.
- Prepared a student for the TOEFL, in which they received a C1.

Project Share Food Bank - Carlisle, PA September 2015 – September 2016

- Packaged, stored and collected food to be given out for different programs within Carlisle area

## SKILLS

### Microsoft Office Proficient:

Word, Excel, Powerpoint

### Apple iWork Proficient:

Pages, Keynote, Numbers, iMovie

### Adobe Creative Cloud Proficient:

Adobe Illustrator, Adobe After Effects

### Language Proficiency:

Native: English, Fluent: Spanish,

Intermediate: Russian, Italian, German

Beginner: Yucatec Maya, Arabic, Portuguese

### CPR Certified

TLex Suite: Dictionary Compilation Software