

Polly Pry

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EDUCATION

University of Colorado Boulder Boulder, CO

Bachelor of Arts, expected June 2016

- Major: International Spanish for the Professions
- Minor: Business Administration
- Cumulative GPA: 3.7/4.0

EXPERIENCE

7/2014 – 7/2015 **Univision, Intern** Denver, CO

- Supported business operations in the Denver Univision human resources department. Successfully oversaw the migration of information for over a hundred employees as information was moved to a new payroll management system.
- Conducted daily work and correspondences in a bilingual environment.

8/2012 – 7/2014 **Anderson Language & Technology Center, Student Attendant** Boulder, CO

- Provided assistance and guidance to students using the ALTEC facilities and resources.

ACTIVITIES

2013 – 2014 **AIESEC Colorado, Student Intern**

- Helped multiple international students find internships in the Denver-Boulder area; arranged for students' travel to, and housing in, the United States; monitored their work and productivity for the host-organization.

2012 – 2013 **Casa de la Esperanza, Volunteer Counselor; Academic Tutor**

- Provided academic support and guidance to lower income students for whom English was a second language.
- Organized group projects that encouraged participation from students and their parents.

HONORS & ADDITIONAL INFO

- **Arts and Sciences Dean's Scholars' Award:** Received scholarship three years running for academic excellence.
- **Arts and Sciences Dean's List 2014-2015:** Earned distinction for maintaining a 3.7 GPA while taking 15 credit hours.
- **Technical Skills:** Microsoft Excel, PowerPoint, Word; Experience with both Windows and Mac operating systems.

LANGUAGES

- Native speaker of English, Advanced Intermediate in Spanish, Novice in Portuguese