

Misty Larsen  
201 South 1460 East  
Salt Lake City, Utah 84112  
(801) 555-5555  
[mislarsen@resume.com](mailto:mislarsen@resume.com)

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## SUMMARY

- Conscientious and attentive to detail
- Diplomatic and effective in customer relations
- Readily transcend cultural and language differences
- Learn computer software quickly

## EDUCATION

B.A., German (History Minor), Spring, 2008 (GPA 3.5)  
University of Utah, Salt Lake City, Utah  
Member, Phi Kappa Phi Honor Society  
Awarded Language & Literature Departmental Scholarship

Attended Salt Lake Community College (2004-2005)

Studied at the University of Kiel in Germany (Summer 2007)

Completed Microsoft Excel Computer Course (2006)

## EXPERIENCE

### Secretary/Receptionist (part-time - 2006-present)

Languages & Literature Department, University of Utah

- Advise students of deadlines, alternative courses, department services.
- Work closely with faculty to maintain curriculum database.
- Assist with Student Advisory Committee events.
- Prepare purchase orders and campus orders.

### Volunteer Church Representative (2003-2005)

Zurich, Switzerland

- Simultaneously interpreted German to English in weekly meetings.
- Supervised and trained other representatives arriving in Switzerland.

### Grocery Clerk (2002-2003)

Dan's Food, Salt Lake City, Utah

- Managed sales floor.
- Developed customer relations and clientele following.
- Organized and stocked merchandise.
- Promoted from checker to grocery clerk.

## BACKGROUND & INTERESTS

Grew up speaking fluent English and German. Avid intramural soccer player. Scuba certified. Volunteer with the International Rescue Committee.