
Professional Experience

Travel Content Creator

Live the World | December 2022 - Present

- Created unique and engaging travel itineraries and blog posts
- Successfully employed SEO tactics for my content
- Presented weekly analytics focusing on SEO, social media, revenue, and traffic growth to the rest of the team

Retail Sales Associate in Mens Furnishing

Nordstrom, Chicago, Illinois, United States | June 2021 - August 2021

- Maintained accurate knowledge on the wide range of designer products in the Men's Furnishing department, as well of knowledge on the current sales, promotions, and availability of merchandise.
- Set and exceeded sale goals
- Personally styled customers in one of the highest volume stores in the country
- Placed special orders through the phone and online for customers

Administrative Assistant

IMET, Elgin, Illinois, United States | June 2019 - August 2020

- Recorded company data using Microsoft Excel
- Maintained confidentiality and discretion with the data received
- Built weekly schedules to track significant dates and work progress
- Translated and interpreted texts including contracts, corporate reports, and audio files, quickly and accurately from Spanish to English

Accomplishments

Saltire Award

Scottish Government | June 2023

Awarded by the Scottish Government for my hours volunteering as a Student Programme Representative at the University of Edinburgh.

Languages

- **Spanish** - Expert
- **Portuguese** - Proficient
- **French** - Amateur
- **Greek** - Beginner

Volunteering

Volunteer at the Jaguar Rescue Center Foundation

(Puerto Viejo, Costa Rica) | June 2016 - July 2016

Chloe OBrien

Student at The University of Edinburgh

Chicago, Illinois

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I am a multilingual, recent graduate from the University of Edinburgh with international experience in 4 different countries: USA, United Kingdom, Spain, and Portugal. I have experience in a variety of different fields including customer service, travel writing, sales, administrative duties, and content creation, which proves my ability to learn new professional skills quickly and efficiently, making me a well-rounded candidate.

Key Skills

- Writing
- Search Engine Optimization (SEO)
- Language Learning
- Microsoft Excel
- Social Media Content Creation
- Adobe Lightroom
- Problem solving
- Fast learner
- Translation from English to Spanish/Spanish to English
- Translation from English to Portuguese/Portuguese to English

- Helped with the care of the wildlife, created a safe environment for the Jaguar Rescue Center to rehabilitate multiple species

Certifications

Excel Expert Certification

Excel Specialist Certification

Excel Apprentice Certification

Excel Associate Certification

Excel Professional Certification

Education

Master of Arts - MA in Spanish and Portuguese

The University of Edinburgh | September 2019 - July 2023

Student Programme Representative for Spanish, Portuguese, and Latin American Studies

Erasmus Exchange in Estudos Portugueses

University of Lisbon | January 2022 - May 2022

Erasmus Exchange in Filología Hispánica

Universidad de Málaga | September 2021 - January 2022

High School Diploma

John Hersey High School | 2015 - 2019

- Activities and societies:
 - Animal Service Club President (2015-2019) - President of a club that held fundraising events for animal shelters within our community.
 - Spanish National Honor Society (2018-2019)
- Academic Awards
 - AP International Diploma which recognizes exemplary college-level achievement on AP Exams in subjects that offer a global perspective.
 - National AP Scholar which recognizes exemplary college-level achievement, for attaining an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more exams.