

COLBY ORBITZ

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Education

Bachelor of Arts in French and International Studies, December 20xx

The University of Kansas – Lawrence, Kansas

French Major GPA: 3.38 International Studies Major GPA: 3.5

Study Abroad

Brizeit University – Brizeit, West Bank, Summer 20xx

Université de Bourgogne – Dijon, France, Summer 20xx

Université de Paul Valery – Montpellier, France, August 2001-June 20xx

Related Experience

Intern, International Relations Council - Kansas City, Missouri, Spring 20xx

- Researched and developed a Culture Kit on the Middle East for classrooms in the Kansas City area.
- Designed and implemented a more user-friendly system of organization in the IRC library.
- Updated database through research and contacts, which increased program visibility and effectiveness.

Culture Chair, International Students Association, University of Kansas – Lawrence, Kansas 20xx-20xx

- Organized the first-ever International Awareness Week, comprised of six distinct events highlighting international customs and cultures. Each event was successful, well attended and appreciated.
- Conducted statewide research to locate talent for the Festival of Nations, a variety show that showcased international talent through song, dance and theatre.
- Negotiated with vendors and entertainers regarding details of contracts.
- Fundraised and budgeted over \$4,000.00 and as a result was able to provide high-quality entertainment, decorations, and venue for the Festival of Nations, other events of the week.

Additional Experience

Sales Associate, Kizer-Cummings Jewelers – Lawrence, Kansas, August 20xx- Present

- Assist customers with purchases and special orders
- Implemented system for placing and tracking orders that greatly increased efficiency and accuracy.

Co-Site Leader, Alternative Spring Break – Washington, DC, Spring Break 20xx

- Arranged daily community service activities for participants with a local community outreach center, including beautification, health education, and computer literacy projects.
- Organized excursions to heighten the understanding of border issues, poverty, and homelessness.
- Effectively dealt with interpersonal, cross-cultural and crisis situations on a daily basis.

Social Chair, International Students Association, University of Kansas – Lawrence, Kansas, 20xx-20xx

- Planned gatherings and cultural events for 50 guests, as well as large parties for over 650 people.
- Facilitated co-sponsorship of ISA events with many different International groups at KU, which resulted in greater visibility and effectiveness of ISA activities.

Activity Co-Chair, Le Cercle Francais, University of Kansas – Lawrence, Kansas, 20xx-20xx

- Organized French cultural events to foster understanding between French and American students.

Skill Summary

- Traveled extensively throughout Western Europe, the Middle East, North and West Africa, and the Mediterranean.
- A strong background in MS Office, various email applications, and versions of Window.
- Multiple languages: fluent in English and French, and Intermediate Arabic