

IVANA JOABE

Current Address

902 N. Cascade, WB 2119
Colorado Springs, CO 80946
(719) 555-7500

Permanent Address

123 Carriage Lane
Oregon, Ohio 34512
(567) 555-3660

EDUCATION

- The Colorado College**, Colorado Springs, CO May 2001
Bachelor of Arts, *Major:* Psychology; *Minor:* Spanish
GPA 3.8, Dean's List 1998-2001
Relevant Coursework: Lifespan Development, Abnormal Psychology, Psychology of Adjustment, Multicultural Perspectives in Psychology, Introductory through Advanced Spanish courses
- The Colorado College, Mexico Semester**, Guanajuato, Mexico Fall 1998
Intensive travel and study of Mexico's history, customs, traditions, politics, and religion
Homestay experience

RELEVANT EXPERIENCE

- Resident Advisor** Aug. 2000 – May 2001
Office of Residential Life, The Colorado College, Colorado Springs, CO
- Unified 20 first-year residents through the development and implementation of social, academic, recreational, and cultural wing activities
 - Role-modeled, enforced, and communicated Colorado College's rules and regulations
 - Advised students on social and academic issues, dealt with issues of homesickness, time management, and adjustment to college life and residential living
 - Managed \$200 budget to implement activities based on needs assessment
 - Participated in Resident Advisor selection and interviewing process of a residential staff of 50
 - Served as a committee member for recognition and appreciation ceremony
- Student Activity Planner** Aug. 1999 – May 2000
Office of Minority Student Life, The Colorado College, Colorado Springs, CO
- Solicited \$5,000 in funds from several departments to support bringing national speaker to campus
 - Organized a committee that marketed the event and arranged guest accommodations
 - Promoted event to campus and Colorado Springs community to increase racial awareness
- Founder of ALERT** (Adams Literacy and Educational Reading Tutorials) Feb. – May 2000
Office of Community Service, The Colorado College, Colorado Springs, CO
- Identified need for a literacy program at a low-income elementary school
 - Developed ALERT, a literacy program involving 50 children and 20 college tutors
 - Met and collaborated with tutors, parents, students, counselors, and social workers committed to helping improve reading scores
 - Organized training and schedule for all involved
 - Coordinated transport to and from school site for 20 tutors
 - Developed and administrated surveys used to improve long-term planning of program

ADDITIONAL EXPERIENCE

- Server**, Perkins Restaurant, Colorado Springs, CO Jul. – Sept. 1999
Barista, Starbucks, Colorado Springs, CO Oct. 1999 – May 2000
Server, TJ Fridays, Colorado Springs, CO May 2000 – May 2001

LANGUAGE & COMPUTER SKILLS

Fluent in Spanish and Conversational French
MSWord, Excel, PowerPoint, Front Page