

# Susan Quigley

432-543-6543  
susan.quigley@abcu.edu

## Education

*Bachelor of Arts, ABC University*, New York, NY,  
Double Majors: English and Latin American Studies  
Minor: Spanish

May 2013  
Overall GPA 3.875

Study Abroad: Bogota, Colombia - January 2012

## Related Experience

*Library Assistant, Cervantes Library*, ABC University

Sept. 2009 - present

- Assist students with research best practices
- Designed a presentation, published to University website, outlining how to most effectively use all of ABC University's library facilities in undertaking a basic research project
- Perform general administrative duties to support professional staff

*Founder and leader, Harry Potter Book Club*, New York, NY

Jan. 2009 - present

- Discuss the origins of one theme from the Harry Potter series with roots in classical mythology or parallels to modern history each week with middle school students
- Supply external primary sources, teach students how to make connections between these documents and the work of fiction
- Bring the conversation to modern day events and lessons applicable to students' everyday lives
- Hold weekly readings by middle schoolers open to younger children for half an hour before each discussion

*Intern, Calles y Sueños Cultural Space*, Bogotá

Spring 2011

- Helped design and implement programs in which community-based artists traveled to schools to work with children, teaching them about expression through art
- Assisted in teaching complimentary English lessons to community members

*English Tutor, Queens, NY*

Jan. 2010 – May 2010

- Assisted student in writing and proofreading essays, focusing on emphasis through rhetorical devices

*Volunteer at Community Library, Queens, NY*

Jan. 2010 – May 2010

- Catalogued thousands of donated books, CDs, and DVDs
- Started weekly book group for elementary students to learn basic Spanish words through listening to children's books read aloud and translated

*Summer Counselor, NY Arts Camp*

Summer 2006 – Summer 2009

- Coordinated cultural outings for children aged 10-13 i.e. trips to the theater, musical concerts, and museums including backstage conversations with artists when possible
- Helped students to plan, advertise, and hold their own artistic performances and exhibitions

*Swim Team Assistant Coach, Brooklyn, NY*

Summer 2008

- Taught 6-8 year olds to swim the four major strokes
- Designed drills to keep swimmers engaged and motivated for an hour every morning

## Other Experience

- Trombonist in All-state wind ensemble, section leader in jazz band
- Arts & Culture Editor, PS 101 High School Paper High School