**Kelly Allen**

60 Etowah Ridge Overlook, Cartersville, GA 30120 • (770)367-1196 • kelly.kathleen.allen@gmail.com

**Education**

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| **Georgia Southern University**  Statesboro, GA | | August 2007 – June 2011 | |
| **Bachelor of Arts** | Major **International Studies**  Topical Emphasis **Society, Culture and Tradition** | | Minor **French** |

**Computers and Languages**

**English**: Maternal language

**Spanish**: Advanced level

**French**: Intermediate level

**Microsoft Office 2007 (Word, Excel and PowerPoint)**: Studied Computer Applications Spring 2009

**Work Experience**

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| **Eagle Dining Service: Catering** Statesboro, GA | | *Server* | April 2008-present | |
| * Set up and break down events * Serve food and drinks or make sure the buffets do not run out of food * Clean and perform other miscellaneous tasks in the kitchen | | | | |
| **Macy´s**  Kennesaw, GA | *Sales Associate* | | | December 2007-January 2008 |
| * Return clothing from fitting rooms to sales floor * Aid customers in selecting merchandise * Work at the cash register | | | | |
| **West Cobb Regional Library** Kennesaw, GA | *Page* | | | July 2006-August 2007 |
| * Return books and other media to shelves * Check that books and other items are in their proper order * Clean and perform other miscellaneous tasks | | | | |

**Volunteer Experience**

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| **East Georgia College**  Statesboro, Georgia | *Substitute Teacher* | March 2011-present |
| * Conduct classes when a professor is absent * Plan activities to review what was learned in previous lessons | | |
| **Georgia Southern University**  Statesboro, Georgia | *Tutor* | March 2011-present |
| * Help students understand what is being taught in their French or Spanish class | | |
| **El Oasis**  Santiago, Chile | *Volunteer* | May 2010-August2010 |
| * Spent time with and form relationships with students * Cook for ministry events * Help with any other tasks needing to be done around the ministry | | |
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**References**

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| --- | --- | --- |
| **Shawna Williams** | East Georgia College  *Spanish Professor* | (912)536-5612 |
| **Greg Crawford** | Eagle Dining Service: Catering  *Manager* | (912)682-6777 |
| **David Ossa** | El Oasis  *Summerscope Supervisor* | daviroquai@gmail.com |