

LIAM J. MILLETT

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Education

University of Illinois at Urbana-Champaign

Bachelor of Arts | College of Liberal Arts and Sciences

Graduation: May 2019

Cumulative GPA: **3.74 / 4.00**

Majors: Economics | Global Studies

Minors: Portuguese | Spanish

Related Coursework: Computer Science, Marketing, Political Science

Education Abroad:

- BCNLIP Language School | *Barcelona, Spain*
- Universitat de Barcelona | *Barcelona, Spain*
- Pontificia Universidade Católica | *Rio de Janeiro, Brazil*
- CIAL Centro de Línguas | *Lisbon, Portugal*

May - August 2018
January - June 2018
February - July 2017
May - July 2016

Work and Volunteer Experience

French National Department of Education

English Language Teaching Assistant

Granville & Coutances, France

September 2019 - April 2020

- Taught English to middle school, high school, and higher education students ages 11 to 20+ years old
- Developed and implemented interactive lesson plans to teach vocabulary, grammar and pronunciation through relevant US cultural topics
- Coordinated with eleven teachers in two schools to meet the needs of students of various ages, abilities and English competency levels
- Managed classrooms of up to thirty students alone, engaging each student and disciplining as necessary

Northwestern University Sailing Center

Sailing Instructor

Evanston, IL

May 2015 - September 2019, Seasonal

- Instructed adults' and children's sailing courses for groups ranging in size from individual lessons to children's camps of thirty students
- Adjusted curriculum on-water and in the classroom to meet students' needs
- Oversaw rentals and safety contracts for windsurfing, sailing, kayak and paddleboard equipment
- Monitored clients on the water while offering assistance with problems such as weather emergencies and malfunctioning equipment
- Completed a course on boat safety and rescue procedure, as well as First Aid/CPR, preparing me for unpredictable on-water rescues

East Central Illinois Refugee Mutual Assistance Center

Student Volunteer

Urbana, IL

August - December 2017

- Offered critical translation services and resources to immigrants and refugees settling in the Urbana-Champaign area
- Informed, assisted, and investigated on behalf of clients to complete relevant health, immigration and other legal documentation
- Identified employment opportunities and aided with job application processes for illiterate and non-English-speaking clients
- Resolved linguistic and legal misunderstandings between clients and their employers, social services, or immigration authorities

Lad & Lassie Shop

Retail Employee

Wilmette, IL

Aug 2011 - May 2015

- Performed retail sales, responded to customer inquiries, and assisted with marketing and management of product inventory
- Shadowed the management, buying and merchandising of products at a multi-generation family business
- Balanced the responsibilities of helping to support my family's business with studying and extracurriculars throughout high school years

Language Proficiency

Language	Proficiency Level	Official Certifications
Spanish	High Advanced / Effective Operational Proficiency (C1)	C1 DELE (Diploma of Spanish as a Foreign Language), Cervantes Institute
Catalan	High Advanced / Effective Operational Proficiency (C1)	C1 Certificate, BCN LIP Language School
Portuguese	High Advanced / Effective Operational Proficiency (C1)	B2 Certified by CIAL Centro de Línguas

Other Languages: French - Upper Intermediate (B2) | Italian - Intermediate (B1) | German - Elementary (A2)

Skills and Abilities

Technical Skills

- Microsoft Excel (Proficient)
- Stata (Proficient)
- Google and Microsoft Office Suites (Proficient)
- Java (Intermediate)

Work Strengths

- Intercultural Communication and Translation
- Research and Data Analysis
- Customer Service and Conflict Resolution
- Teaching and Effectively Engaging Students

Fellowships

Foreign Language and Area Studies (FLAS) Fellow | Summer 2018

- Awarded by the UIUC European Union Center for the intensive study of Catalan at the C1 level in Barcelona, Spain

Foreign Language and Area Studies (FLAS) Fellow | Academic Year 2016-2017

- Awarded by the UIUC Center for Latin American and Caribbean Studies for the study of Brazilian Portuguese and Latin American Studies

Foreign Language and Area Studies (FLAS) Fellow | Summer 2016

- Awarded by the UIUC European Union Center for the intensive study of Portuguese at the B2 level in Lisbon, Portugal