**Michael Jones**

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**EDUCATION**

**The University of Texas at Austin** May 2012

B.A., Philosophy and Spanish

GPA 3.7

**The University of Barcelona** January 2011-May 2011

* Studied Spanish culture while living off-campus with a host family
* Served as a Spanish-English translator and tutored 10 elementary-aged children learning English
* Visited monuments, landmarks, museums, and villages and conducted interviews with residents for final research project

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**EXPERIENCE**

**The University of Texas Classics Library**,Austin, TX January 2010-May 2010

*Assistant Librarian*

* Aided students and faculty with research materials and recommended appropriate books, journals, and online resources
* Catalogued and organized book collection to ensure faster access to resources
* Determined books and publications to include in the classics library collection

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**The University of Texas Spanish Department**, Austin, TX January 2008-January 2010

*Undergraduate Research Assistant*

* Created and distributed 1000+ surveys to randomly selected addresses within the Austin area
* Researched and analyzed survey results comparing lower income families and their education levels

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**VOLUNTEER EXPERIENCE**

**Habitat for Humanity**, Austin, TX May 2008-May 2010

*Volunteer*

* Completed 250+ hours of service working one weekend day every other week
* Led 12 team members and built and painted houses for lower income families
* Communicated and connected with children and adults from diverse cultures, regions, and socio-economic classes

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**ORGANIZATIONS**

**Delta Kappa Psi Fraternity**,Austin, TX August 2009-Present

*Rush and Recruiting Captain*  August 2010-May 2011

* Recruited 32 new members for the fall 2008 season, which represented the highest amount since 2005
* Coordinated recruiting during Gone to Texas, Party on the Plaza, and Forty Acres Fest

­*Vice President* January 2010-August 2010

* Planned and scheduled approximately 20 events, socials, and fundraisers
* Managed an 8-officer cabinet, held weekly board meetings, and ensured efficient duty delegation
* Discussed, resolved, and voted on major issues affecting the Greek community at monthly Interfraternity Council (IFC) meetings

**Greenpeace**,Austin, TX January 2009-Present

*Student Member*

* Attend biweekly meetings to discuss and to implement green initiatives on-campus
* Campaign for the inclusion of recycling bins within each university building
* Conduct presentations and seminars to increase student involvement in environmental awareness

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**SKILLS**

Computer: Word, PowerPoint, Excel, Outlook, and Photoshop

Language: Advanced Spanish, Conversational French and Portuguese

Social Media: LinkedIn, Twitter, WordPress Blog