

Aya Cathey

717-721-0815 aya2281cathey@gmail.com

Greenville, SC

PROFILE

- Completed a University Study Abroad Program to Costa Rica (2 months).
- Spanish speaking level: OPI Intermediate High
- Developed professionalism working as a soccer referee.
- Deepened leadership and communication skill by serving as the Women's Student Body President.

EDUCATION

Bob Jones University, SC *BA, Major in Spanish* May 2024

- Minor in Computer Science
- Study Abroad – Traveled to Costa Rica

RELATED EXPERIENCE

Translation Project | Legal and Business Spanish, BJU, Greenville, SC Fall 2023

- Collaborated with classmates to translate an aquaponics manual into Spanish.

OTHER WORK EXPERIENCE

Restoration Worker | Scriptura, Greenville, SC Jan 2023 - Present

- Intricately restore Bible by hand
- Supervised the restoration of 4 Bibles every shift.
- Worked with members of the team to restore each Bible to a fine condition.

Fine Arts Hostess | Bob Jones University, Greenville, SC Jan 2023 - Aug 2023

- Conversed with guests to maintain a welcoming environment.
- Guided the guests to different rooms.

IT Service Desk Technician | Bob Jones University Inc., Greenville, SC Aug 2021 - Sept 2022

- Trained and led the Student Workers as a crew chief.
- Solved technical problems through phone calls with faculty and staff.
- Worked 20 hours per week while being a student.

Extended Care Staff | Harvest Christian Academy, Barrigada, Guam Aug 2019 - Mar 2020

- Ensured a safe environment and prioritizing each child's well-being and security.
- Facilitated conflict resolution among children ranging from K3 to 8th grade.
- Collaborated with teachers and other staff for afternoon schedules.

Legal Assistant | Gumataotao & Pole Law Offices, Agana, Guam Jan 2018 - Mar 2020

- Answered and made phone calls about appointments and payments.
- Used excel to file paperwork to their proper place.
- Worked 8 hours a day 5 days a week.

EXTRACURRICULAR

- Women's Student Body President
- Theta Alpha Chi Greek Organization- President, Vice President, Athletic Director, and Secretary
- Air Force ROTC (3 semesters)