

Adam R Talkington

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Qualifications

- Demonstrated proficiency with office technology
- Extensive experience in customer service
- Effective organization and task management habits
- Capable researcher with strong skills in composition and editing

Education

Bachelor of Arts in International Studies: Latin America. Portland State University

Minors in Spanish and Political Economy

Graduated Summa Cum Laude, August 14th, 2010

GPA: 3.9

Awards and Honors:

Ronald E. McNair Scholar Program: Fellow, Winter 2010 - Summer 2010

Oregon Consular Corp International Studies Scholarship: Recipient, Winter 2010

Levin/Fowler Scholarship: Recipient, Fall 2007 - Spring 2010

Study Abroad, AHA-Argentina, Universidad Nacional de Rosario, Fall 2008

Skills

- Touch-type 45 WPM
- Proficient in Microsoft Office, Adobe Suite, and office and web-based networks
- Fluent in Spanish; proficient in Portuguese

Work History

Autentica Restaurant, Server, January 2011- Present

Peer Mentor, University Studies Program, Portland State University, March 2009 - June 2010

Instructed and mentored three classes of college freshmen in conjunction with a primary, interdisciplinary year-long course. Associated Courses: *The Work of Art* with Dr. Jaime Ross and *Sustainability* with Dr. Jeff Fletcher.

Western Farm Workers Association, Volunteer, January 2009 - June 2009

Screen Door Restaurant, Bartender and Server, July 2007 - September 2009