

Tai B. Dupree Tan

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Education	Wesleyan University , Middletown, CT, USA Bachelor of Arts	Expected date of graduation: 05/2015
	Panajachel Colegio Internacional (PCI) , Panajachel, Solola, Guatemala Diploma; GPA: 3.89	06/2011
Related Experience	Field Guide, Social Entrepreneur Corps , Antigua, Sacatepéquez, Guatemala	05/2012-08/2012
	<ul style="list-style-type: none">-Oversaw the operations of over 60 interns directly supporting a social business providing life changing products to remote villages in the highlands of Guatemala.-Assisted in the development of micro-consulting strategies for small local business, and oversaw their execution by interns.	
	Media Technician, Instructional Media Services , Middletown, CT, USA	10/2011-Present
	Classroom Support	
	<ul style="list-style-type: none">- Ensured that all multimedia classrooms on campus were operating at full capacity.- Troubleshooted in response to live calls from classrooms.	
	Special Events:	
	<ul style="list-style-type: none">- Provided multimedia support for special events, such as video recording, PA system setups, and projector setups.	
	Development Intern, Oxlajuj B'atz' , Panajachel, Solola, Guatemala	02/2011-05/2011
	<ul style="list-style-type: none">- Assisted Director of Development with data entry, fundraising, advertising, and research.	
	President, Student Council, PCI , Panajachel, Solola, Guatemala	10/2010-06/2011
	<ul style="list-style-type: none">- Scheduled and led weekly meetings.- Managed fundraising efforts for field trips; raised over \$1000.	
	Tour Guide, Los Elementos , Santa Cruz, Solola, Guatemala	07/2010-09/2010
	<ul style="list-style-type: none">- Conducted hiking and kayak tours in the Lake Atitlan area.	
	Manager, Restaurante Chinitas , Panajachel, Solola, Guatemala	05/2008-08/2008
	<ul style="list-style-type: none">- Managed staff of six.- Oversaw payroll.	
Additional Skills	Proficient in Microsoft Office: Word, Excel, Power Point Fluent in Spanish.	
Special Interests	Film; Theatre; Philosophy; Creative Writing; Computer Programming	