

# SOFIA LUDWIG

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## **WORK EXPERIENCE**

*DRAFTING\EDITING ASSISTANT | OFFICE OF THE REVISOR OF STATUTES | ST. PAUL, MN | JANUARY 16, 2019 - DECEMBER 31, 2019*

- Assisted with drafting and reviewing of the documents generated by the legislative process
- Proofed documents to find grammatical errors
- Prepared finalized versions of documents for introduction into legislature

*BILINGUAL ASSISTANT | NGUYEN LAW FIRM | ST. PAUL, MN | AUGUST 16, 2018 - NOVEMBER 2, 2019*

- Performed administrative duties such as scheduling consultations, answering phones, and maintaining open lines of communication with clients
- Interpreted for the attorney with Spanish-speaking clients
- Translated a variety of documents and applications

*BUSINESS STUDIO TUTOR | UW-EAU CLAIRE | EAU CLAIRE, WI | JANUARY 29, 2018 - MAY 19, 2018*

- Synthesized grammar and formatting knowledge to answer students' questions
- Solidified skills in helping others
- Facilitated learning of proper business communication skills

*LATIN AMERICAN STUDIES RECRUITER | UW-EAU CLAIRE | EAU CLAIRE, WI | OCTOBER 1, 2017 - MAY 19, 2018*

- Developed communication skills in a professional sense
- Shaped presentational skills in a specific area of knowledge
- Presented in front of large groups of people

*CUSTOMER SERVICE SPECIALIST | BEST BUY | EAU CLAIRE, WI | AUGUST 16, 2016 - MAY 19, 2018*

- Built beneficial relationships, resolved difficult issues and won customer loyalty
- Collaborated on issues with other team members
- Checked inventory levels and restocked as needed

## **EDUCATION**

*VANDERBILT UNIVERSITY | NASHVILLE, TENNESSEE | EST. GRADUATION MAY 2023*

*PEABODY COLLEGE OF EDUCATION*

- Master of International Education Policy and Management (M.Ed)

*SCHOOL OF MEDICINE*

- Master of Global Health (M.P.H.)

*UNIVERSITY OF WISCONSIN - EAU CLAIRE | EAU CLAIRE, WISCONSIN | MAY 2018*

- Dual Major: Spanish, Latin American Studies - Language Emphasis
- Minor: Teaching English as a Foreign Language; Certificate: Business Communications
- Graduate: *Cum Laude*; GPA: 3.49; Total credits: 164

## **AWARDS | CERTIFICATIONS**

*UNIVERSITY OF EAU CLAIRE - DEAN'S LIST*

*SIGMA DELTA PI | DELTA PSI CHAPTER | UW - EAU CLAIRE | MAY 2018 - PRESENT*

*TEACHER FOR ENGLISH LANGUAGE LEARNERS CERTIFICATION | MINNESOTA LITERACY COUNCIL | JUNE 2019*

## **RELEVANT ACADEMIC EXPERIENCE**

*HPJ COMMUNICATIONS SPECIALIST IN A MOCK BUSINESS | BUSINESS COMMUNICATIONS 405 | SPRING 2018*

- Presented and presented an interactive seminar with a group on the topic Travel for Business
- Created a professional seminar manual based on the research that was used for the seminar
- Oversaw the development and execution of an end-of-year banquet with a committee; created and distributed awards for each seminar group

*SERVICE LEARNING PROJECT | ECUADOR | JANUARY 2018*

- Participated in a reforestation project in La Libertad, a biological reserve in Santa Elena, Ecuador
- Contributed to the construction of a footbridge at Kamak Maki, a cultural heritage museum
- Participated in many cultural learning activities with various indigenous groups

*SERVICE LEARNING PROJECT | BUSINESS COMMUNICATIONS 306 | FALL 2017*

- Assisted with editing of their donor request and thank-you letters to increase number of donors for Habitat for Humanity - Chippewa Falls
- Collaborated with a team to audit the Habitat for Humanity - Chippewa Falls website
- Incorporated research findings and proposed changes into a detailed report for Habitat for Humanity - Chippewa Falls

*LATIN AMERICAN STUDIES CAPSTONE PROJECT | FALL 2017*

- Semester-long research project on three female Cuban Modernista Poets
- Analyzed their poetry and did a comparison with the poetry of their male counterparts of the era
- Presented findings to the chair and other members of the Latin American Studies department

*TEACHING INTERNSHIP | PUEBLA, MEXICO | SUMMER 2017*

- Assisted main teacher in 3<sup>rd</sup> and 4<sup>th</sup> grade classrooms in *Los Hermanos Serdan*, an elementary school
- Taught the English portion of classes, assisting with pronunciation, speaking, reading, and writing of the English language
- Developed strong relationships with both the teachers and students

*ESL MENTORING PRACTICUM | NORTH HIGH SCHOOL, EAU CLAIRE, WI | SPRING 2017*

- Assisted ESL students with reading and writing help
- Answered questions they had about going to university and why they should consider it as an option in the future
- Helped the ESL teacher with grading of assignments and other projects