

Claire C. Gorges

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EDUCATION

University of Wisconsin-La Crosse, La Crosse, WI Anticipated Graduation: 2021

Spanish Major

Minors in Business Administration and Healthcare Analytics Management

GPA: 3.74, Dean's List all semesters

LANGUAGE RELATED EXPERIENCE

UWL Language Resource Center, La Crosse, WI 09/2018-Current
Conversation Partner

- Volunteer by having conversations with lower level Spanish students in Spanish for two hours a week
- Attend trainings that give me the knowledge to help others improve their language skills

Universidad de Sevilla, Seville, Spain January 2019-May 2019

- Studied Spanish language and the culture of Spain
- Lived with a Spanish-speaking host family

Elementary School Assistant English Teacher, Seville, Spain March 2019-May 2019

- Volunteered in a classroom with 5-year-olds twice a week
- Planned and participated in activities to help the students learn English

BUSINESS RELATED EXPERIENCE

Voith Paper Inc., Appleton, WI 05/2018 – 01/2020
Intellectual Property Intern

- Organized and categorized scanned documents and drawings to support document retention
- Assembled paper machine manuals to be sent to customers
- Entered and sorted paper machine data between SAP and Microsoft
- Translated trainings from English to Spanish

Kirklands, Appleton, WI 08/2018 – 01/2019
Sales Associate

- Provided customer service by greeting customers and guiding them in their shopping experience
- Set-up product displays
- Operated the cash register

EMPLOYMENT

Cass Street Assisted Living, La Crosse, WI 10/2019 – Current

Resident Care Assistant

- Distribute medicine to residents and chart current status
- Assist residents with activities of daily living while building relationships with them

Appleton Parks and Recreation, Appleton, WI 05/2016– 08/2017

Tennis Instructor

- Taught both adults and children the fundamentals of tennis
- Led warm-ups and instructed students on correct tennis form
- Built many relationships with students and their parents throughout the summer

Little Chute Parks and Recreation, Little Chute, WI 05/2017 – 08/2017

Tennis Instructor

- Taught children the fundamentals of tennis
- Developed lesson plans, led warm-ups, and instructed children on the correct tennis form
- Built many relationships with students and their parents throughout the summer

Chocolate and Coffee Bistro, Kimberly, WI 01/2016 – 09/2016

Barista

- Served and helped customers with their drink and food orders
- Operated the cash register
- Performed opening and closing duties

COMMUNITY INVOLVMENT

Nursing Home Volunteer, La Crosse, WI and Kimberly, WI 2018-2019

- Led exercise and art classes
- Built relationships with residents and staff
- Assisted with miscellaneous needs, such as setting up for events