

# Betty Warhawk

bettywarhawk@gmail.com

(414) 555-2222

## Summary of Qualifications

Graduate from the International Studies program from University of Wisconsin-Whitewater. Former exchange student at Kansai Gaidai University in Osaka, Japan. Passionate to learn about the world from local cultures to international issues that affect everyone. Have experience in service to people from a diverse set of backgrounds. Hope to continue with my experience and passions to further my career and to help take strides in improving the world.

## Skills

- Social/Communication skills
- Time Management
- Teamwork
- Problem solving
- Microsoft 365 (Office, Outlook, Excel, SharePoint, Teams)
- Navigate
- My Wisconsin Portal

## Education

### Bachelor of Arts: International Studies & Japanese

### Global Engagement Certificate

University of Wisconsin-Whitewater

December 2023

Study Abroad, Asian Studies Program, Kansai Gaidai University, Hirakata, Osaka, Japan

## Cross-Cultural, International, Tutoring & Recruiting Experience

Japanese Tutor, University of Wisconsin-Whitewater

September – December 2023

- Aided in helping mostly Beginner Japanese students with Japanese grammar, writing and speaking
- Guided students in developing study habits when learning a language
- Helped answer and clarify any questions the Japanese students had

**International Recruiting Intern** , C-Quest Capital, Washington DC      June – December 2023

- Reviewed resumes and cover letters of potential candidates
- Emailed candidates, scheduled phone screens, in-person interviews and interviews via Microsoft Teams across various time zones
- Created spreadsheets to keep track of recruitment process for a position that is created in the company, and compensation and benefits of other countries

**English Teacher**, Hirakata Elementary School, Hirakata, Osaka, Japan      May – August 2022

- Taught & practiced English with Japanese elementary students
- Aided with English vocabulary and offer corrections and support

**LGBT Peer Coordinator**, University of Wisconsin-Whitewater      January – May 2022

- Organized panels and discussions for classes throughout the university