

# Andréa J. Griffin

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## PROFILE

Desire admission to law school. Background includes living, attending college and/or teaching abroad in six (6) Spanish speaking countries, successful employment in two (2) bilingual law offices and internship in a US Spanish speaking organization, providing legal services and translation to immigrants. Fluent in Spanish and Portuguese.

## EDUCATION

May 2008 **Loyola University Chicago, Chicago, IL, School of Business Administration**

**BBA Bachelor of Business Administration**

*Major: International Business • Major: Marketing*

*Minor: Spanish Language and Literature*

**Study Abroad: University Studies Abroad Consortium (USAC)**

Course of Study in International Business and Spanish Studies

Aug 05 - Jan 06 University of Basque Country, Bilbao/Getxo, **SPAIN**

Feb 06 - May 06 Universidad Nacional, Heredia, **COSTA RICA**

**Accomplishments:** During junior year of college, traveled abroad and for ten months, attended college courses conducted in the Spanish. Lived and integrated successfully in the home of local families, embracing the culture, participating in many extended family activities, daily life and interest of the local domestic community.

May 06 Nicaragua Orphanage, PuertoCabezas, **NICARAGUA**

*Volunteer Assistant:* Academic tutor and team leader of extra-curricular activities for children.

## EXPERIENCES

July 07 - Present Government of Chile: Ministry of Education, Calama, **CHILE**

*United Nations Development Program–English Open Doors Program:* Serve as a volunteer in the prestigious Chilean government program, acquiring cultural immersion and international work experience teaching elementary and high school students. Serve as resource specialist/consultant to teachers and administrators on curriculum design.

**Accomplishments:**

Earned Chilean government certification for Teaching English as a Foreign Language (TEFL).

Organized and established the first-ever intramural Soccer Club for girls.

Created the first Movie Club.

Coordinate Special Events to include English Debates, English Dialogue and Dance Team Performances.

Received high performance scores from the Ministry and invited to extend contractual agreement.

During local summer school break three and a half months, traveled extensively to **ARGENTINA** and **BRAZIL**. Enhanced language capacity by attending formal course in native **Portuguese** and daily living with host family in Salvador, Brazil. Returned to Chile for continuation of teaching assignment.

Dec 06- May 07 **National Immigrant Justice Center**, Chicago, IL

Legal Intern and Translator: Assisted legal department by interviewing and translating legal information for Spanish speaking clients. Worked on The Children's Project, helping Spanish speaking, unaccompanied, undocumented minors obtain proper visas, citizenship and placement when parent(s) were deported or jailed.

## QUALIFICATIONS

Demonstrated mastery in cross-cultural communications, applying understanding of economics, cultural, social differences and the nuances of language for building rapport with others quickly.

Ability to communicate, acknowledge and respect the differences in the language dialect of three Spanish speaking countries.

## SKILL SET

Demonstrated success in varied organizations requiring multi-tasking, administering, working independently and organizing work responsibly. Performed such duties as error free typing, using the Internet, faxing, filing, copying, scheduling meetings, answering phones, assisting clients, drafting financial and real estate documents, running office related errands, billing, and filing paper work in the court system.

Technical competences include computer and research savvy on the Internet. Possess online social networking know-how, essential for international business and cross-cultural exchange. Apply software applications to include: *Microsoft Word, Adobe Acrobat, Canon Photo Print, Palm Desktop, Excel.*

## EMPLOYMENT

Jul 06- Oct 06 **Sus Derechos Legal Services, Chicago, IL**

Law Office Assistant and Translator: Served as translator for attorney and clients. Performed administrative assistant duties to include scheduling meetings, assisting clients and negotiating with Claim Adjusters.

**Related Work** **Law Office of Andrew H. Griffin, III, El Cajon, CA** (Part time/summer employment)

2001-2004 Performed a myriad of administrative legal assistance and clerical task to include organizing, handling sensitive documents, preparing legal forms and letters, filing paper work in court system and scheduling and working with clients.

**Valle de Oro Financial Services Inc. El Cajon, CA** (May 2004-August 2004)

Duties including assisting clients and drafting legal, financial and real estate documents.

*Student Work*

*Experiences*

Aug 04 -May 05 **Loyola University Chicago, Chicago, IL**

*Office Assistant and Parking Office Assistant*

Dec 04 - Jan 05 **Robinson's-May Department Store, El Cajon, CA**

*Seasonal Retail-Sales Clerk*

Duties including assisting customers, using cash register, and helping with inventory.

Jun 03- Aug 03 **YMCA/Mission Valley, San Diego CA**

*Day Camp Counselor*

Duties included swimming, providing daily activities, games, songs for youth and assisting parents.

**TRAVEL** Extensive self-select and directed travel to explore cities in *France, Switzerland, Germany, Austria, Australia, Thailand* and 5 day excursions to *Argentina and Bolivia*. During high school, participated in the annual performance arts group escorted tours program. Traveled to six countries in Europe to perform in select venues of cities and towns. Studied Portuguese in Brazil for 1 month.

**COMMUNITY** Delta Sigma Pi · Business Fraternity, Vice President of Alumni Relations  
Loyola Student Government, general representative  
Black Loyola Students Club, general member  
Mertz Hall Government 2003-2004  
Resident Hall Government 2003-2004

**PERSONAL** Ten year *soccer player, enjoy sports, running, live theater, the arts and travel.*  
Values orientation: *Relationships, people, the environment and the planet matter.*