

STEPHANIE D. COLQUITT

Auburn High School- 1701 East Samford Auburn, Alabama 36830

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EDUCATION:

Master's in Curriculum and Instruction, July 2016

Auburn University, Auburn, Alabama

GPA: 4.0/4.0 Specialty: **Foreign Language Education: Spanish**

Bachelor's in Science, May 2012

Tuskegee University, Tuskegee, Alabama

GPA: 3.65/4.0 Major: **History** Minor: **International Affairs**

Associates in Arts, May 2009

Miami Dade College, Miami, Florida

GPA: 3.67/4.0 Major: **Teaching Secondary Social Sciences**

**WORK
EXPERIENCE**

Auburn City Schools- Auburn High School, Auburn, Alabama

Spanish Teacher, August 2016- Present

- Teach students to communicate effectively in Spanish
- Teach students to interact with the target culture to obtain cultural competence and understanding

Auburn University- School of Education Dept. of Curriculum and Teaching, Auburn, Alabama

Graduate Teaching Assistant, August 2015-July 2016

- Serve as Dr. Sue Barry's office manager
- Assist Dr. Barry's with class preparations, by printing assignment and projects, aiding in the creating of demonstrative Spanish lessons, responding to calls or email Inquiries regarding students' class affairs

Official Payments, Auburn, Alabama

Bilingual Customer Service Representative, August 2012- February 2013

- Respond to calls, email fax or Internet inquiries regarding the company's product and services
- Instructs customer in the use of the web page and IVR registration process
- Verifies that payments were processed and distributed correctly

United States Department of State- U.S. Embassy Malabo Equatorial Guinea (Central Africa)

Assistant Protocol Officer (summer intern), June 2011- August 2011

- Assisted with the translations of received documents from the United States Government for the Republic of Equatorial Guinea, from English to Spanish
- Assisted with the translations of received documents from the Government of the Republic of Equatorial Guinea for the United States, from Spanish to English
- Served as an interpreter in official Diplomatic meetings
- Assisted the Embassy's Political Officer in the work of planning and logistics in the various events
- Assisted in the Embassy's procurement section

Tuskegee University: Center for Academic Excellence and Innovative

Learning, Tuskegee, Alabama

Enrichment Consultant, October 2010- May 2011

- Tutor and assist students in the academic subjects of Spanish, History, and Political Science

National Archives & Records Administration-Office of the Federal Register

Washington, District of Columbia

Assistant Editor (summer intern), June 2010- August 2010

- Assisted with the editorial work that was needed for the publication of the Public Papers of the President
- Input data in the United States Government Manual website's database
- Organized and maintained library materials for IBR (Incorporation By Reference) Collection
- Received incoming Federal Regulatory Documents and ensured they met publishing requirements

Miami Dade College, North Miami, Florida

Service Clerk (part time), October 2007- August 2009

- Assisted students with their process of registration

COMPUTER SKILLS

Microsoft Office Suite (Word, PowerPoint, Excel, Access), SPSS

PROFESSIONAL DEVELOPMENT

- Summer Scholar for the National Endowment of the Humanities: *Tales of the Chihuahuan Desert: Borderland Narratives* (July 2017)
- Participant of a 15-week long Clinical Residency Program at Auburn High School (January 2016-May 2016)
- Completed Education Field Experience Observations: 150+ Hours (September 2014- Present)
- Complete MLSA Study Abroad Program in San José, Costa Rica (Summer 2015)
- Revival Center: Sunday School Children's Instructor (July 2013 to December 2014)
- Member of Hispanic Association of Colleges and Universities Alumni Association (August 2010- Present)
- Member of Tuskegee Wesley Foundation (2009-2013)
- Member of Phi Theta Kappa International Honor Society (2008-Present)
- President of Miami Dade North Campus History Club (August 2008-August 2009)
- Facilitator, New Student Admissions, Miami Dade College (F.A.C.E. project)

LANGUAGES

Advance High/ Superior Communicative Language Ability in English and Spanish, having the ability to read, listen, write and converse fluently in English and Spanish; as well as Novice Low in American Sign Language.