

Joseph Jewish Studies

Boca Raton, FL 33431

561-555-5555

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EDUCATION

Bachelor of Arts in Jewish Studies

Minor in Art History

Florida Atlantic University

GPA: 3.4/4.0

May 20XX

Boca Raton, FL

RELEVANT EXPERIENCE

Research Assistant

Department of Jewish Studies

January 20XX – Present

Boca Raton, FL

- Assist professors in translating literature published in Yiddish to Hebrew and English for doctoral thesis work.
- Work in conjunction with the FAU Wimberly Library to display 4 Jewish authors' work in the main display cases on Holocaust Remembrance Day.
- Conduct interviews with potential faculty as head research assistant for the head coordinator of the Jewish Studies program.

Intern

Alice and David Letterman Jewish Center for Performing Arts

Summer 20XX

Boca Raton, FL

- Toured guests around the art gallery, informing them about the history of the particular pieces of artwork
- Organized youth night for Purim in which attending children put on a costume show for their parents and the greater community in attendance.
- Ensured that art galleries were well stocked with informational brochures in Hebrew, English, and Spanish.

COMMUNITY OUTREACH

Project Manager and Community Liaison

Hillel of Broward and Palm Beach

August 20XX – May 20XX

Raton, FL

- Created flyers for events at the FAU Hillel center to increase awareness of the events and programs the center offers.
- Ran membership meet and greets for incoming and returning members to connect with community members who support the Hillel initiative.
- Aided in signing up 300 students for Birth Right in the fall 2016 semester.

LANGUAGE SKILLS

Fluent in Hebrew, English, and Spanish

COMPUTER SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint), Photoshop, Adobe Audition



FAU CAREER CENTER

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