

CHRISTINA LENHARDT

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 Winston, VA 09251
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OBJECTIVE To obtain a position in commercial banking with an emphasis on corporate lending.

EDUCATION **UNIVERSITY OF NOTRE DAME** Notre Dame, IN
 Bachelor of Business Administration May 2003
 Concentration: Finance
 GPA: 3.2/4.0 Major GPA: 3.4/4.0

NOTRE DAME LONDON PROGRAM London, England
 One of ninety selected to participate Spring 2002
 GPA: 3.8/4.0

HONORS Dean's List: four semesters
 Notre Dame Scholar
 Milton Ryker Scholarship

EXPERIENCE **FIRST BANK OF AMERICA** Winston, VA
Intern June – August 2002

- Collaborated with Branch Manager in daily operations.
- Evaluated student loan applications and made recommendations.
- Assisted in computer system change for loan department.

MERRILL LYNCH Winston, VA
Executive Assistant Summer 2001

- Assisted President and VP in organization of company newsletter.
- Edited their first issue on mutual funds.
- Performed clerical duties and conducted substantial usage of computer operations.

NBD BANK Winston, VA
Teller Summer 2000

- Served customers with various bank transactions.

ACTIVITIES Staff Reporter, *The Observer* (student newspaper)
 Secretary, Finance Club
 Volunteer, World Hunger Coalition
 Volunteer Tutor, Literacy Council of South Bend
 Volunteer, Center for the Homeless
 Participant, Intramural sports

SKILLS *Computer:* Word, Access, Excel, HTML, PowerPoint
Language: Fluent in Spanish

MARGARET D. THOMPSON

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- OBJECTIVE** Obtain an internship within an internationally oriented company that will utilize a background in Latin American history, culture and language.
- EDUCATION** **UNIVERSITY OF NOTRE DAME**, Notre Dame, IN
Bachelor of Arts, May 2001
Major: **Latin American Studies** Minor: **International Relations**
- HONORS** La Esperanza Honor Society, Fall 1998 to Present
Kellogg Latin American Area Studies Program Internship Award, Summer 1999
Study Group Leader, Pontificia Universidad Catolica Madre & Maestra,
Dominican Republic, Winter Break 1999
- RESEARCH**
- **“The Relationship Between Dominicans and Haitians”**, Pontificia Universidad Catolica Madre & Maestra, Winter Break 1999
 - **“A Perspective on Cuban-Americans”**, North American Congress on Latin America (NACLA), New York, NY, Summer 1998
 - **“Latino Identity in the U.S.”**, NACLA, Summer 1998
 - **“The Economic History of Chile”**, Micro/Macro Economics, Spring 1998
- INTERNSHIP**
- Intern, Washington Office on Latin America*, Washington, D.C., Summer 1999
- Prepared technical reports comparing and contrasting foreign policy changes for the Senators’ Committee on Trade and Markets in South America.
- Intern, NACLA Report on the Americas*, New York, NY, Fall 1998
- Collected research and assisted with the development of a lecture series on the sociology of Cubans immigrating to the United States.
- EXPERIENCE**
- Guide, African, Latin, Asian and Native American Cultural Center*, Bronx, NY, Summer 1997
- Hosted tours and prepared special presentations for educational group visits.
- Sales Assistant, Self-Help Center*, New York, NY, Summer 1996
- Inventoried and prepared sales floor display of crafts and arts from over 60 developing nations. Exceeded sales goal for the season.
- LEADERSHIP**
- President*, Latin American Student Organization, Fall 1997 to Present
Captain, Hall Soccer Team, Fall 1999 to Spring 2000
Vice-President, La Esperanza Honor Society, Fall 1998 to Fall 1999
Co-Director, Potawatomi Indian History Program, Spring and Fall 1997
- SKILLS**
- Languages: **Fluent in Spanish; Proficient in Portuguese; Conversational in Italian**
Computer: Microsoft Word, Excel, Lotus 1-2-3, PowerPoint, Aldus PageMaker