

Kendra C. Bruno

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10 W Canterbury Dr, Stockton, CA 95207

EDUCATION:

- University of the Pacific**, Stockton, CA
Bachelor of Arts, International Relations and Spanish Graduated May 2009
Cum laude
- University for Peace**, Ciudad Colon, Costa Rica Expected August 2011
Master of Arts, Natural Resources and Peace

WORK EXPERIENCE:

- Sales Associate**, Sleep Train, *Sacramento, CA* Sept 2009 – June 2010
- Attended a three week course to learn the components of each mattress and the company as a whole
 - Communicate and interact with a vast array of individuals from all backgrounds and help to find them their new product
 - Work with a computer program similar to Access and Word daily
- Special Projects Assistant**, Registrars Office, *Stockton, CA* Summer 2009
- Completed the purging and updating of databases and records and condensed paper files to electronic
 - Maintained files and folders and helped organize the Registrars storage facilities
- Student Assistant**, CISP, *Stockton, CA* 2008-2009
- Assisted in the upkeep and filing of documents, databases and spreadsheets
 - Helped with the Global World Forum as a representative of the United States team
- Development Intern**, Katalysis, *Stockton, CA* 2008-2009
- Created and organized financial data spreadsheets
 - Communicated with investors in both English and Spanish
 - Assisted in special projects and the organization of the office
- Teacher's Assistant**, School of International Studies, *Stockton, CA* 2008-2009
- Corrected and graded papers
 - Organized and led the planning of attending a conference for 12 students and 1 professor
 - Worked directly with the professor and school's staff for financial budgeting
- Resident Assistant**, University of the Pacific, *Stockton, CA* 2006-2007 and 2008-2009
- Planned and executed educational, social, and cultural programs within a managed budget
 - Provided outlets for residents to seek help and motivated them to become involved on campus
 - Responsibly managed and effectively completed all requirements of programming, budgeting and committee work
 - Enforced university and housing policies in residence halls
 - Provided help and assurance to residents and resident assistants in critical situations
- Student Assistant**, Housing and Greek Life Office, *Stockton, CA* 2008-2009
- Completed projects designated by professional staff such as mass mailings and database inputs
 - Provide customer service to students, faculty and visitor
- English Teacher**, Calasanz Escolapios, *Salamanca Spain* 2007-2008

- Created and formatted lesson plans throughout the year
- Provided a range of activities and assignments that matched the varying English level of students
- Established an open environment to ensure that all students actively participate and practice English
- Mentored students with interpersonal concerns
- Spoke both English and Spanish inside and outside the classroom

Sales Associate, Dillard's, *Stockton, CA* Summer 2007

- Greeted all customers and provided excellent service to ensure customer satisfaction
- Arranged product displays to improve sales
- Worked to increase loss prevention by monitoring all customers and working closely with security

Avid Tutor, Stagg High School, *Stockton, CA* 2005-2007

- Organized and facilitated the class into groups by subject matter
- Used a Socrates method of teaching, ensuring students work on their own to discover the answer
- Graded and assessed the students work and efforts
- Worked directly with teachers to improve and reorganize the program in order to improve the program

Mail Room Clerk University of the Pacific, *Stockton, CA* 2005-2007

- Specialized in the intake and outtake of mailing items working with various mail carriers
- Sorted and delivered mail for all students and departments at the University in a timely fashion
- Input data and continuously updated databases and internal hard data

CAMPUS AND COMMUNITY INVOLVEMENT:

Ambassadorial Rotary Scholar 2010-2011

- Selected as an Ambassadorial Scholar designated to University for Peace, Costa Rica
- Attended and helped with Rotary events; Kids race, dictionary hand out, and more
- Help coordinate a health run in the UPEACE community

Model United Nations, University of the Pacific, Universidad de Salamanca and University for Peace 2006-2011

- Worked as the Secretary General for a year, facilitating program initiatives and conference data and heading fundraising ideas
- Vice-President and Co-Training Coordinator for UPMUNC 2011
- Actively participated in 5 conferences: San Francisco, New York, Washington DC, Costa Rica, Spain and Beijing, China

Global Forum, University of the Pacific, California International S Project, *Stockton, CA* Spring 2009

- Assisted as a United States Representative in the Global Climate committee encouraging High School students to think critically about the initiatives and actions countries could take for change.

Global Living Learning Seminar Fall 2008

- Helped with the organization and facilitation of a 1 unit course dedicated to global awareness

Stockton Civic Theatre, *Stockton, CA* 2005 - 2008

- Actively participated in the theatre by performing and technical assistance for productions produced by the community

Expanding Your Horizons, *Stockton, CA* 1999 - 2007

- Attended the Science and Math conference for female youth for seven years and volunteered the following two years in different workshops

SKILLS:

LANGUAGE: Proficient in Spanish

COMPUTER: Microsoft Office Suite and Adobe Photoshop/ImageReady

