

# Steven Tiger

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Memphis, TN

555-555-5555

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## EDUCATION

**University of Memphis**, Memphis, Tennessee May 2023  
Bachelor of Science in Nursing, Minor in French  
GPA: 3.3

**Université Paris-Sorbonne**, Paris, France (Study Abroad) January 2022 - May 2022

- Successfully completed six hours of French language and culture
- Lived with a host family; spoke only French while in the home

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## RELEVANT EXPERIENCE

**International Student Services Office, University of Memphis**, Memphis, TN August 2022–Present  
*Peer Advisor*

- Connect international students with resources on campus and promote an ongoing mentorship with American students
- Co-coordinate and advertise for Advising International Students Seminar
- Provide information on immigration regulations and academic policies
- Record student appointment requests and communicate with student interpreters

**Refugee Empowerment Program**, Memphis, TN August 2021–Present  
*Volunteer*

- Support case workers with providing local resources to incoming refugees
- Collaborate with ESL coordinators to communicate with French and Spanish-speaking families

**Bureau of Consular Affairs, U.S. Department of State**, Washington, DC May 2021–August 2021  
*Intern*

- Participated in meetings with senior-level U.S. government and foreign officials
- Drafted, edited, and contributed to bureau reports
- Assisted and supported three bureau events and conferences
- Explained visa and passport processes to U.S. citizens

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## INVOLVEMENT

**Global Friends**, University of Memphis  
Treasurer (August 2022 - Present)

**International Student Association**, University of Memphis  
*Member*

**Multicultural Affairs**, University of Memphis  
*Member*

**Student Nurses Association**, University of Memphis  
*Member*

**Honors Student Organization**, University of Memphis  
*Member*

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## LANGUAGES

- French: fluent (speaking, reading, writing)
- Spanish: intermediate (speaking, reading); basic (writing)