

# Christine Collins

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## EDUCATION

### Bachelor of Arts in Language and International Business (Spanish)

Clemson University

Language: Proficient in Spanish

Clemson, SC

Expected May 2025

### Study Abroad Program

University of Santiago de Compostela

Santiago, Spain

Sept. - Dec. 2024

## PROFESSIONAL EXPERIENCE

### UPIC Data Analyst Intern

Clemson University Experiential Learning (CU-ExL)

- Conduct interviews with faculty to assess experiential learning courses
- Collect, analyze, and validate data for advisory board reports
- Collaborate with the Quality Enhancement Plan (QEP) team to enhance student learning opportunities

Clemson, SC

Jan. 2025 - Present

### Operations Staff Member

Clemson University Campus Reservations and Events

- Coordinate logistics for 10+ weekly events, ensuring smooth execution
- Communicate effectively with clients to resolve issues and maintain efficiency
- Maintain organization and accuracy when using scheduling software and data-tracking tools

Clemson, SC

Jan. 2023- Present

### Marketing and Tourism Intern

Viaxes Zonda De Santiago

- Translated promotional materials and travel itineraries for international clients
- Researched and organized accommodations, transport, and itineraries
- Assisted with administrative tasks, including email drafting and client management

Santiago, Spain

Nov. - Dec. 2024

### Server

Moulin Cafe

- Maintained thorough knowledge of 30+ French menu items including ingredients, food allergens, and preparation methods
- Kept register accurate through cash management practices
- Carried out complete opening, closing, and shift change duties

San Clemente,

CA

June 2022- Aug.

2023

## ACTIVITIES AND SOCIETIES

### Recruitment Committee and Initiation Committee Member

Pi Beta Phi, Clemson University

Clemson, SC

Aug. 2021- Present

### Volunteer

Red Cross, Santiago de Compostela

Santiago, Spain

Sept. - Dec. 2024

## TECHNICAL SKILLS

Microsoft Office

G Suite

Adobe Suite

Canva

Data Analysis