**Carleton Whitmore**

**1887 Pine Drive** •  **Kent, Ohio 44240** • **330-410-3873** • **Carleton14@gmail.com**

**PROFESSIONAL SUMMARY**

Self-motivated professional with creative business talents and intercultural communicative acumen. Focused on international business with first-hand experience in 26 countries, and a fluency in both English and Spanish, allowing interactions with clients on a global scale. Seeking international internship opportunities to further develop and enhance my business and Spanish translation skills outside the classroom.

**EDUCATION**

Master of Spanish Translation (M.A.) Expected Graduation: Spring 2020

and Business Administration (M.B.A.) Graduate GPA: 3.978

**Kent State University** Kent, Ohio

Bachelor of Business Administration (B.B.A.) Graduated: May 2018 Magma Cum Laude

**Kent State University** Kent, Ohio

Areas of Study: Managerial Marketing, Business Spanish, Undergraduate GPA: 3.863

Certification in Sales

**LANGUAGE SKILLS**

* Fluent in English and Spanish
* Conversational Italian and Korean

**TRANSLATION EXPERIENCE**

**Academic Language Experts,** Jerusalem, Israel  **June 2019 – Present**

*Translation and Business Intern*

* Perform translations on academic documents from Spanish to English.
* Edit already translated documents in English and other languages.
* Assist CEO with managing marketing outreach campaign to academic journals and clients.
* Carry out research projects on academic translation-related topics.

**INTERNATIONAL EXPERIENCE**

**Kent State University, College of Business Administration,** Kent, Ohio **August 2017 – June 2018**

*Study Abroad Adviser and Student Helper*

* Applied my international travel experiences and knowledge to assist approximately 3,500 students with Study Abroad and travel-related questions.
* Assisted other advisers in the International Programs Office with communication and completion of short-term projects.
* Marketed study abroad opportunities to College of Business Administration students through classroom presentations and study abroad fairs.

**Dankook University,** Yongin, South Korea **Summer 2017**

*Study Abroad Student****,*** Kent State University

* Researched Emirates Airline’s contribution to the creative economy, finding successful producers within airline market segment are leaders in brand recognition and experience increased consumer satisfaction.

*English Village Intern*

* Utilized planning skills by developing lesson plans, facilitating the curriculum, and carrying out day-to-day classroom activities for 10 Sophomore - Senior students.
* Exhibited intercultural communication skills through planning out of the classroom cultural activities, in which all student participants successfully applied in-class English skills to real world situations.
* Employed Spanish language abilities through serving as a conversation partner for 2 Korean Spanish students.

**Amigos de las Américas,** Kent, Ohio & Chimborazo and Bolívar, Ecuador

*Training Director* **September 2016 – Present**

* Maximized public speaking skills to recruit and train participants for their volunteer abroad programs taking place during the summers of 2017, 2018, and 2019.
* Optimized organizational skills to plan approximately 15 training meetings throughout the year.

*Participant* **June 2016 – August 2016**

* Fostered flexibility and creativity on a daily basis to participate in a youth entrepreneurship and marketing project in the Chimborazo and Bolívar provinces of Ecuador through the non-profit organizations AMIGOS, FEPP, and Plan International.
* Partnered with a peer participant to launch and facilitate a trout farm business with my host community and 10 residents.
* Employed Spanish translation abilities through a tourism project by creating slogans for local communities in English and Spanish.

**Florence Summer Institute,** Florence, Italy **Summer 2015**

*Study Abroad Student****,*** Kent State University

* Developed understanding of global entrepreneurship by discussing market research and the process of launching a business with 2 founders.

**Webster University,** Geneva, Switzerland **Summer 2015**

*Study Abroad Student*, Kent State University

* Collaborated with faculty from both Kent State and Webster University to create lectures on quality management for the International Trade Centre’s (ITC’s) e-academy.

**COLLEGIATE WORK EXPERIENCE**

**Kent State University, College of Business Administration,** Kent, Ohio **August 2018 – May 2019**

*Tutor, Operations Management*

* Employ problem-solving skills by providing guidance to 450 undergraduate operations management students with their coursework.
* Utilize data analysis and technology skills by managing online course management page and assisting with tasks such as grading assignments and correcting any errors with the course homepage.

**Kent State University, College of Business Administration,** Kent, Ohio **January 2017 – May 2017**

*Teaching Assistant*

* Engaged in information management to set-up 8 sections of Business and Professional Practices course in online course management system, upload assignments, update student grades and address issues with errors, serving 380 enrolled students.
* Prepared all student submissions to align with AACSB (Association to Advance Collegiate Schools of Business) formatting through re-formatting of file names, formulaic grade conversions and uploaded all content to Google Drive for future access.
* Implemented strong utilization of Excel to create formulas to organize mass amounts of data for grading and attendance purposes.

*Research Assistant*

* Cross-referenced all student responses to verify completion and identify missing assignments as well as transcribed and translated answers when necessary for further analysis.

**ENTREPRENEURIAL VENTURES**

**Clubhub101.com,** Kent, Ohio  **May 2014 –April 2018**

*Founder & CEO*

* Expanded entrepreneurial skills to develop a for-profit platform facilitating communication between club members and prospective members in various schools and communities as well as connecting local branches with other organizations and institutions across the country.
* Employed communication skills to successfully obtain funding from 2 investor panel competitions as well as 2 grants to help pay for the business’s start-up costs.
* Applied management skills through interviewing prospective employees as well as ensuring that tasks were completed by deadlines.
* Exemplified outstanding written and verbal communication skills when successfully defended the venture’s business plan to a panel of 4 multidisciplinary faculty members as an honors thesis project in April 2018.

**COMPUTER SKILLS**

* Microsoft Office: Word, PowerPoint, Excel
* Applications: SQL (Structured Query Language), HTML (Hypertext Markup Language), CSS (Cascading Style Sheets)
* Social Media: LinkedIn, Twitter, Instagram, Facebook, Snapchat

**HONORS**

**President’s List**, Kent State University **Spring 2015, 2016**

**Dean’s List**, Kent State University **Fall ’14 - 17’, Spring ’14 – ‘18**