

Jennifer Moretz

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EDUCATION

M.S. Translation (Spanish to English)

September 2013-Present

New York University School of Continuing and Professional Studies

- Cumulative GPA: 4.00/4.00

B.A. Political Science and Spanish

May 2013

Wheaton College, Wheaton, IL

- Cumulative GPA: 3.67/4.00
- Phi Alpha Theta, National History Honor Society

March 2011-Present

Study Abroad

February - June 2012

New York University, Buenos Aires, Argentina

- Studied in Buenos Aires, Argentina for 5 months while living in a homestay with a local family
- Actively participated in and built relationships with the Salvation Army

EXPERIENCE

Salvation Army Star Lake Youth Camp, Bloomingdale, NJ

June – August 2013

Assistant Program Director

- Supervised and led a program staff team of 18 young adults
- Managed the work schedule of the program staff and the overall camp schedule
- Created and executed plans for dynamic children's activities

Immigrant Legal Services, World Relief DuPage, Wheaton, IL

September – December 2012

Iranian Affidavit of Relationship Intern

- Met with Iranian clients to facilitate the AOR immigration process
- Registered and reviewed documents for English and Spanish speaking applicants at community citizenship workshops
- Managed all AOR correspondence between DuPage branch and World Relief Headquarters
- Maintained accurate client files and internal databases using Microsoft Excel and Citrix

Wheaton College, Wheaton, IL

Teaching and Research Assistant

August 2010-December 2011

Dr. Amy E. Black, Politics & International Relations Department Chair

- Researched political issues and current events for book projects and class lectures
- Proofread drafts and prepared bibliographical citations and footnotes for books and articles
- Maintained confidential records of students' grades and attendance using Microsoft Excel

College Republicans, Wheaton College, IL

September 2010-December 2011

Vice President

- Chaired member meetings
- Hosted on-campus special guests for lectures and events
- Assisted in coordinating off-campus volunteer days, phone banking, and canvassing for local politicians

Secretary

- Kept accurate, detailed electronic minutes from all meetings
- Maintained records of membership contact information

Salvation Army Star Lake Youth Camp, Bloomingdale, NJ

June-August, 2006 – 2012

Program Assistant

- Communicated announcements clearly and effectively throughout camp over the PA system
- Led and organized camper behavior rewards bead program
- Assisted in planning and executing all-camp programs
- Scheduled program staff work, delegated their tasks, and distributed activity resources
- Organized office space for the use of the program staff

Senior Counselor

- Cared for 7-8 campers each week
- Communicated and collaborated effectively with other co-counselors and junior counselors
- Built relationships with campers in a safe environment

ADDITIONAL ABILITIES

- Fluent in Spanish
- Multicultural skills from time spent living abroad and work experience
- Proficient in Microsoft Word, Excel and PowerPoint

EXTRA-CURRICULAR ACTIVITIES

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|---|------------------------------|
| ▪ Brass Band, <i>Cuerpo de los Patricios, Ejército de Salvación</i> | February-June 2012, Present |
| ▪ Senior Songsters and Brass Band, <i>Oakbrook Terrace Salvation Army</i> | September 2009-May 2013 |
| ▪ Jr. Church Teacher, <i>Oakbrook Terrace Salvation Army</i> | September 2010-May 2013 |
| ▪ Young Adult Small Group, <i>Oakbrook Terrace Salvation Army</i> | September 2009-May 2013 |
| ▪ College Republicans, <i>Wheaton College</i> | September 2010-December 2011 |
| ▪ Hispanic Praise Band, <i>Oakbrook Terrace Salvation Army</i> | September 2010-December 2011 |
| ▪ Confessions Student Dance Production, <i>Wheaton College</i> | January-March of 2010, 2013 |
| ▪ Greater New York Youth Band, <i>Salvation Army</i> | September 2005- August 2009 |