

STACEY BEAR

(847) 975 8458 sbear29@ameritech.net

EDUCATION

DePaul University, Chicago, IL
Bachelor of Arts in French, Bachelor of Arts in Political Science (June 2014)
Summa Cum Laude

Sciences Po, Paris, France
Third Year Exchange Program
Dates Attended: Academic Year ('12-13)

WORK EXPERIENCE

Assistant to the Director of Admissions - French International School of Chicago
(December 2014-July 2017)

- Gave tours in French and English; wrote, proofread, and translated bilingual French-English communications
- Served as first point of contact for prospective families; scheduled tours, meetings, and phone calls for the Director of Admissions; planned and ran marketing events
- Managed student application files and completed administrative tasks

After-School Staff Member - The French International School of Chicago
(December 2011 - December 2014)

- Assisted students, ages 6-12, with French homework assignments (i.e. grammar, reading, spelling, math)
- Supervised students while promoting a fun, safe environment by playing with them and organizing activities for them

Summer Camp Team Member - The French International School of Chicago
(Summer 2012, 2013, 2014)

- With co-team members, created and supervised fun activities and games that taught and promoted the use of the French language
- Led group of 12 children on various field trips

Asylum Project Intern - National Immigrant Justice Center
(October 2013 - May 2014)

- Conducted country condition research in French and English
- Translated documents between French and English, and interpreted for staff and their francophone clients
- Worked with asylum-seeking clients from mostly francophone countries, conducted client intakes over the phone and in-person, and input client case information into databases
- Drafted case summaries and client letters, and assisted attorneys with drafting affidavits, filling out asylum applications, and other legal documents

PUBLISHED TRANSLATIONS

"5th Grade: Grade School Curriculum" - DePaul University (Fall 2013)

- For the School of Choice in Haiti, translated a substantial portion of Haiti's National Grade School 5th Grade Curriculum from French into English

Napoleon Translations - DePaul University (Fall 2011)

- With a partner, translated a work entitled "Bonaparte Did Not Die of Cancer" from French into English
- The translated work can be found here: <http://via.library.depaul.edu/napoleon/>

SKILL SETS

- Language skills: French/Full Professional Proficiency, Spanish/Intermediate
 - Computer skills: Proficiency in Microsoft Office programs
 - Communication skills: Excellent written and oral communication in both French and English, proofreading
-