

**Virginia N. Garcia**  
200 N. Village Ave  
Rockville Centre, NY 11570  
(516)376-8662  
vngars@gmail.com

---

## **EDUCATION**

**Bachelor of Arts in International Relations**, *University of Delaware, Newark, DE* 5/2013

Concentration: International Political Economy & Europe  
Major GPA: 3.0  
Minor: Economics

**IB Program**, *South Side HS, Rockville Centre, NY* 6/2009

## **RELEVANT EXPERIENCE**

**Research Assistant**, *University of Delaware, Newark, DE* 2/2013 – 5/2013

- Research concerned the topic of corporate Social Responsibility in Europe
- Reported findings in person on bi-weekly basis
- Edited & contributed commentary on 3 research papers (with footnote credit)
- Excel data entry of 1000+ records
- Researched topics to identify whether there is a research question to be explored
- Logged approximately 120+ hours of research

**Work-Study Office Assistant**, *Materials Science & Engineering Office, Newark, DE* 2/2012 – 2/2013

- Restructured expense-reporting process to improve efficiency and reduce excess reimbursements to faculty
- Research and data entry for 18 projects
- Process department finances (1500+ receipts)
- Clerical work/office maintenance
- Helped recruit enough students to add minor
- Interacted with senior university officials on behalf of the department

**Sales Associate**, *DSW, Newark, DE* 2/2012– 5/2012

- Promoted products on sales floor
- Resolved customer issues/concerns
- Helped customers decide what they wanted and find products

**Counter & Floor Senior Employee**, *Adam's Rib, Rockville Centre, NY* 2/2007 – 3/2009

- Managed store operations, including inventory and purchasing, employee schedules and payroll
- Ran financial numbers to close the registers and store each night
- Advised owners on day to day operations and organization of restaurant based on personal previous experience
- Trained 15+ new employees

## **SKILLS**

- Detail oriented, independent and highly conscientious of deadlines
- Proficient in Microsoft Office (WPM: 73)
- Superior research skills
- Strong communication and writing skills
- Proficient in Spanish (reading, speaking)
- Intermediate knowledge of French (reading, writing, speaking)
- Basic knowledge of Italian (speaking, reading, writing)

## **ACTIVITIES/HONORS**

Dean's List Fall 2013 - Spring 2013  
University Scholastic Grant Fall 2009 – Spring 2013  
Virtual Stock Exchange Club Fall 2012  
South Side Serves Volunteer Spring 2011