

ENILDA J. ROMERO

Department of Instructional Design and Technology
The Teachers College
328 Visser Hall
Emporia State University
Emporia, KS 66801
(620) 341-5829
eromero@emporia.edu

EDUCATION

Emporia State University, Emporia, Kansas

Degree: Master of Science (Expected Dec. 2008)

Major: Instructional Design & Technology

L'Universite D'Auvergne, Clermont - Ferrand, France

Courses: Business, French language and Cultural studies, May – June 2007

Emporia State University, Emporia, Kansas

Degree: Bachelor of Science in Business, Cum Laude, May 2007

Major: Business Administration with a concentration in International Business

Overall GPA: 3.69 (4=A) Major GPA: 3.77 (4=A)

Centennial College, Scarborough, Canada

Degree: Associate of Science in Business, June 2003

Major: Computer Programming

SKILLS AND ABILITIES

Language

- Speak, read, and write Spanish/English fluently

Personal Characteristics

- Excellent communication and interpersonal skills
- Responsible, reliable and friendly
- Strongly self-motivated, punctual and follow directions accurately
- Possess outstanding organization and time management skills

RELEVANT WORK EXPERIENCE

Emporia State University (Emporia, Kansas)

Graduate Teaching Assistant, August 2007 – Present

- Manage and maintain the daily operations of the PC computer lab and MAC computer lab
- Assist professors with instruction of graduate and undergraduate courses
- Assist individual students with assigned projects and tasks

ABZ Valves & Controls (Madison, Kansas)

Sales Representative Internship, May 2006 – August 2006

- Acted as liaison between the company and the distributors in Latin America
- Quoted butterfly valves for companies all over the world
- Served as a support staff for the sales department

Hotel Intercontinental Toronto (Toronto, Ontario)

Reservation Agent, May 2004 – August 2004

- Booked and confirmed individual and group reservations
- Screened and fielded incoming phone calls for guests and hotel departments
- Distributed correspondence and mailed outgoing documents

Front Desk Agent, August 2003 – December 2003

- Checked in/out hotel guests and provided information about local area attractions
- Booked reservations, operated switchboard, and entered computer data
- Handled cash/credit cards and reconciled receipts

Bond Place Hotel (Toronto, Ontario)

Front Desk Agent, July 2001 – July 2003

- Checked in/out hotel guests courteously and efficiently
- Processed paid-outs, vouchers and miscellaneous charges
- Generated, printed and distributed daily and weekly reports

WORK HISTORY

August 2004 –
May 2007

Spanish Tutor, Dept. of Modern Languages & Literatures
Emporia State University (Emporia, Kansas)

- Tutor grammar, proper pronunciation and conversation skills
- Assist the department in the design of databases and the data entry process

May 2005 –
December 2006

Student Assistant, William Allen White Library
Emporia State University (Emporia, Kansas)

- Organize, record and label magazines, journals, government documents and newspapers
- Participate in library-wide special projects

August 2004 –
May 2005

Student Assistant, Art Department
Emporia State University (Emporia, Kansas)

- Typed letters, filed documents, issued receipts, and answered incoming calls
- Sorted and distributed incoming mail

AWARDS AND HONORS

Gabriela Mistral Award, April 2007

- Excellence of the study of Hispanic cultures and fomenting the ideals of Sigma Delta Pi

Beta Gamma Sigma Scholarship, 2007 – 2008

- Award based on commitment to academic excellence, dedication to honor and integrity

Business Faculty Endowed Student Scholarship, 2006 – 2007

- Academic award based on leadership, scholarship and financial need

Beta Gamma Sigma Business Honor Society, Inducted April 2006

- Honor society serving business programs accredited by AACSB International

Shepherd Scholar, 2005 – 2006

- Highest undergraduate academic achievement at Emporia State University

Sigma Delta Pi National Hispanic Honor Society, Inducted April 2005

- Excellence in the study of the language and culture of the Spanish-speaking peoples

Outstanding Academic Achievement, 2004 – 2005

- School of Business Dean's List fall and spring semester

Emporia State Presidential Academic Award, 2004 – 2007

- Academic award based on cumulative grade point average

PUBLICATIONS

Romero, Enilda (2005). "Gabriel Garcia Marquez: Creating the Best of Fiction." *The Best of ESU: An Anthology of Undergraduate Essays*, 6 – 10.

SERVICE AND ACTIVITIES

Instructional Technology Student Association (ITSA)

Secretary, 2007 – 2008

- Increased communication and development among Instructional Technology students

Delta Theta Chapter, Sigma Delta Pi National Hispanic Honor Society

President, 2005 – 2007

- Improved awareness of the organization through social activities
- Acted as liaison between the national office and members of the organization

Emporia State Ambassador Organization

Treasurer, 2006 – 2007/Active Member, 2005 – 2006

- Served as chair of the fundraiser committee
- Recognized as the ambassador with most volunteer hours (2005 – 2006)

Bonner & Bonner Diversity Lecture Series

Marketing Committee, 2005 – 2006

- Assist in the promotion and advertisement of the lecture series on/off campus

Hispanic American Leadership Organization (HALO)

Vice-President, Fall 2004

- Helped promote club membership to largest since club started
- Integrated the organization in social programs with the local community