

# Mai Narcy

## EDUCATION

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- Bachelor of Economics and Philosophy** **Expected May 2013**  
☞ University of Minnesota – Duluth
- Study Abroad in South Korea** **Spring Term 2013**  
☞ Korea University – Seoul
- Study Abroad in France** **Spring Term 2012**  
☞ SKEMA Business School – Sophia Antipolis
- High School Diploma** **June 2009**  
☞ Eastview High School

## WORK EXPERIENCE

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- Vietnamese Interpreter** **July 2012 – February 2013**  
*Clarity Interpreting, Duluth, MN*  
☞ Worked in fast-paced environment of hospitals  
☞ Translated between Vietnamese and English with precision  
☞ Made use of high communicative skills
- Bartender & Server** **July 2012 – December 2012**  
*Bowery Bros & JJ Astor Restaurant, Duluth, MN*  
☞ Making things happen in a fast-paced environment  
☞ Quick thinking and experience of menu and customers  
☞ Furthered experience of dealing with people and recognizing desires  
☞ Memorization and skill of drinks and food
- Front Desk Representative** **April 2010 – December 2011**  
*Radisson Hotel, Duluth, MN*  
☞ Handle all monetary transactions, check-ins, and check-outs  
☞ Handle all customer service questions and reservation modifications  
☞ Act as a mediator between guests and the hotel departments  
☞ Act as Manager on Duty
- Intern at the District Attorney's Office** **May 2011 – August 2011**  
*St. Louis County, Duluth, MN*  
☞ Pulled files daily for upcoming cases  
☞ Worked with witnesses and victims  
☞ Became accommodated to the cases through the Damian record database  
☞ Watched progression of cases and took notes for different attorneys

#### OTHER EXPERIENCE

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<b>Tutoring for middle school students</b>	<b>2008 - 2009</b>
<b>Business Professionals of America</b>	<b>2008 - 2009</b>
<b>Medical Explorers Leader</b>	<b>2007 - 2009</b>
<b>French courses</b>	<b>2005 - 2009</b>
<b>Accounting &amp; Business Law Courses</b>	<b>2008 - 2010</b>
<b>Mock Trial</b>	<b>2006 - Present</b>
<b>Studying Korean language</b>	<b>Present</b>
<b>Use of Google, Facebook, Linked In, &amp; other social medias</b>	<b>2002 - Present</b>

#### VOLUNTEER EXPERIENCE

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**Dakota Woodlands Battered Women's Shelter**

**Feed My Starving Children**

**Grandma's Marathon**

**Twin Cities Marathon**

**Wills for Heroes**