



Elena Lee

 605-XXX-XXXX

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 Sioux Falls, SD

EDUCATION

Bachelor of Arts | **History & Secondary Education**

Northwestern College | Orange City, IA

Expected May 2025

- **Endorsements** | Diversity, Arts, Service, Leadership
- **Languages** | Working proficiency in Spanish
- **GPA** | 3.97/4.0
- **Dean's List** | 5 Semesters

WORK EXPERIENCE

TEDx Organizer *2023 – Present*

Northwestern College | Orange City, IA

- Communicated with potential speakers, businesses, and caterers to host the event
- Led team meetings, delegated tasks, and created timelines and deadlines for team members

Exhibition Development Intern *Summer 2023*

Field Museum | Chicago, IL

- Brainstormed ideas for new exhibits and found materials to update older exhibits
- Researched information for exhibits, wrote label text for artifacts, and inputted information into online databases for preservation purposes

VOLUNTEER EXPERIENCE

International Justice & Missions *2021 – Present*

- Collaborate with students to enact legislation to protect global human rights

Arise! Ukraine *2023 – Present*

- Provide administrative assistance for this nonprofit dedicated to providing humanitarian aid to Ukraine

American Reformed Food Pantry *2024 – Present*

- Provide bilingual services to assist community members during food distribution times

RELATED EXPERIENCE

Teaching Practicum *Fall 2024*

Sioux Center High School | Sioux Center, IA

ICS Lima | Lima, Peru

- Create lesson plans and implement learning opportunities, helping young minds grow in their knowledge of social studies
- Observe and collaborate with current teachers to expand my knowledge and skillset

Seasonal Educator *Summer 2022*

Great Plains Zoo and Delbridge Museum of Natural History | Sioux Falls, SD

- Led guided tours around museum and zoo grounds to a variety of audiences
- Directed day camps of 25-30 students ranging in age from four to 13

INVOLVEMENT & LEADERSHIP

Northwestern College | Orange City, IA

Honors Student *2021 – Present*

- Engage in intense research and rigorous coursework

Jazz & Symphonic Band Member *2021 – Present*

- Apply time management and organizational skills to balance coursework with fine arts commitments

Writer | School Newspaper *2022 – Present*

- Conduct research and interviews to write informed articles on topics of interest to the student body

Co-Chair | Women in Leadership Club *2022 – Present*

- Provide opportunities for women in leadership roles on campus to share their stories
- Equip, encourage and empower women on campus through events and discussions

Academic Tutor *2022 – Present*

- Aid students in their coursework through encouragement, explanation, and collaboration