

DIANA C. DUQUE

OBJECTIVE

Seeking an internship to promote health by creating and implementing programs.

EDUCATION

2003 - Present **University of Florida** Gainesville, FL

Major: Health Education and Behavior Specialization: Health Studies

- Projected to graduate with a Bachelor's of Science by August 2007

1999-2003 **Marine And Science Technology High School** Miami, FL

Major: Oceanic and Atmospheric Sciences

WORK AND PROFESSIONAL EXPERIENCE

2005-2006 **The Clinton Group, Inc.** Gainesville, FL

Call Center Supervisor

- Supervised programs and staffers
- Calculated ratios, statistics, and conversions
- Provided coaching, training, and scheduling
- Translated scripts to Spanish

2004-2005 **SHANDS** Gainesville, FL

Office Manager

- Developed and implemented non-profit health education programs
- Created promotional materials in English and Spanish
- Aided in data entry, filing, and overall organization

2004 **Baby Gator** Gainesville, FL

Teacher Assistant

- Aided in child development activities
- Gained experience in classroom management

PROFESSIONAL AFFILIATIONS

2006-Present Member - Eta Sigma Gamma, Alpha Lambda Chapter

2004-2005 Member - American College Health Association

2004-2005 Member - Florida Alliance for Health, Physical Education, Recreation and Dance

SPECIAL SKILLS

- Fluent in Spanish
- Computer proficient including PowerPoint, Word, Publisher, and Excel
- Able to work with various populations and age groups
- Capable of managing multiple priorities and maintaining a high degree of confidentiality
- Certified in adult, child, and infant CPR

