

Claire Polak

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Education

Clemson University, Clemson, South Carolina

Graduating May 2023

Bachelor of Arts in Spanish and International Business

GPA 3.96/4.00

Minor in Business Administration

Dean's List Fall 2019; President's List Spring 2020, Fall 2020, Spring 2021, Fall 2021, Fall 2022

Work Experience

Clemson English Language Programs

Upic Marketing and Communications Intern

Spring 2023

- Create flyers and online marketing for TEFL, English Connections, and Conversation Pairs, send bi-weekly newsletter to International students at Clemson, create content calendars for ELP programming, and prioritize and aide in the rewrite of website material

Clemson Postdoctoral Affairs

UPIC Marketing Intern

Fall 2022

- Promote events through social media, create monthly newsletters, encourage and analyze engagement, and update website

Senderismo Sevilla Viajes

Spring 2022

Marketing Intern

Sevilla, Spain

- Managed social media platforms in Spanish for a local company while taking classes overseas
- Created different marketing projects and improvements for the website

Shore Beach Service

Summer 2021-2022

Beach Patrol Lifeguard

Hilton Head, SC

- Provided first-aid and responded to emergency situations on the beach
- Facilitated beach rentals with customers while keeping accurate records of transactions and practicing excellent customer service skills

Honors & Activities

Club Sports Association Executive Board

Summer 2022 - Present

Treasurer and Communications Chair

- Organize events to inform club sports officers about university policy, social events, and overlook all club sports while providing them contacts and assistance when needed

Clemson Club Swim

Fall 2019 - Present

Treasurer

Clemson, SC

- Prepared budget and presented a funding request to the Student Funding Board, while keeping track of the team's finances

Head Coach of Clemson LIFE Swim Team

- Lead practices to offer swimming experiences to college students with intellectual disabilities

Spanish Professional Society

Spring 2021 - Present

Treasurer

Clemson, SC

Order of Omega

Spring 2022 - Present

Kappa Delta Sorority

Fall 2019 - Present

Assistant Panhellenic Delegate

Clemson, SC

- Created a collaborative community between organizations on campus

Certifications & Skills

AFS Global Competence Certificate