

Aurora, IL 60504

Robert G. Saenz

Education

Southern Illinois University Edwardsville (SIUE) Edwardsville, IL

Field of Study: Bachelor of Arts in History

Graduation: December 2013

Minors: Art History and Philosophy GPA: 3.00

Waubensee Community College: Spring 2008 Aurora, IL

Historical Preservation

Princeton University: Summer 2008 Princeton, NJ

A.P. U.S. Government

Honors Speech Communication

Study Abroad

Independent Study to Havana, Cuba Summer 2013

John Cabot University Rome Summer 2010

Art History Architecture and Monuments of Ancient Rome

Experience in Spain and Germany living and learning the culture.

Academic Interest

History U.S. Latin American Relations, Latin American History, History of Cuba, Spanish Language Intermediate, Local History, and vast knowledge of history.

Work Experience

March 2014 – Current **Cantigny Park** Wheaton, IL

Tour Guide – Robert R. McCormick Historic House Museum

- Tours guide for visitors
- Schedule schools and other groups for visits
- Tour guide coordinator
- Analyze survey results
- Implement and develop primary and secondary source programs for students
- Historical knowledge and research of Cantigny Estate
- Maintain a positive network with Museum Members
- Train Volunteers

March 2014 – Current **Lowe's** Naperville, IL

Customer Service – Paint Dept.

- Order product for department
- Complete detailed orders for contractors
- Daily Hazmat and safety review
- Contact contractors to develop business

Feb 2012 – May 2015 (Seasonal) **LaSalle Accounting**, Aurora, IL

Tax Season

- Analyze reports after tax season
- Review all tax forms before processing
- Detail oriented

December 2010 – May 2012

SIUE

Edwardsville, IL

Student Secretary – International Office

- Supervise International Student Orientation
- Coordinate with Professors & Students of Study Abroad Programs
- Reviewed student abroad documents. (Insurance, emergency contact, passport, etc.)
- Ensured that Student abroad legal documentation complied with all Governmental and SIUE regulations.
- Aided International Students with application process for Governmental documents. (Visa, passports, social security, etc.)
- Administer day to day operations for Office
- Prepare correspondences, flyers for students

Achievements

Alpha Phi Alpha Fraternity Inc. – Iota Pi Chapter – Assistant Area Director
Fall 2013 – Secretary Fall 2012 – Treasurer Spring 2013 – Fall 2013
Fundraise for local food pantries Fall 2012 and Fall 2013
Vice President for Hispanic Student Union @ SIUE-Fall 2010-Spring 2013
Fundraise for Diabetes Foundation threw Hispanic Student Union
Student Representative to East Aurora School District 131 Board of
Education – school year 2008 – 2009
Attended Junior Statesman Program at Princeton - 2008 Summer
Community Pride Award-Kane County Attorney – March 2008
Speaker at the Hispanic Caucus Foundation - December 2008

Volunteer

East Aurora NJROTC – Spring 2014
White House Initiative on Educational Excellence for Hispanics – Round
Table Discussion (Panel member) – April 2014
Voters Registration Madison, IL – September 2012
University of St. Louis College Fair - October 2012
Study Abroad Fair Fall 2010 - 2011
SIUE Museum – Fall 2011
Fundraise for Boys II Men – 2006-2010
Fundraise for East Aurora NJROTC – 2006-2008
State Representative Linda Chapa-Lavia Student Round Table - 2008