

SONIA C. HARVEY

262 Hothorpe Lane • Villanova, PA 19085 • (610) 246-0981 • sonia.c.peterson@gmail.com

CORE COMPETENCIES

- Effective, mutable communication and interpersonal abilities
 - My strong command of language enables me to discern the appropriate vernacular for particular situations
- Self-starter with industrious work ethic
- Creative problem-solver and analytical thinker
- Meticulous organizer with fastidious attention to detail
- Charismatic and dedicated educator with over a decade of experience
- Outstanding customer service, including high-tempered conflict situations

PROFESSIONAL EXPERIENCE

Self-Employed, Spanish Language and Cultural Educator, Villanova, PA

Jan 2017 – Present

- Provide private instructional and supportive educational services for struggling, average, and advanced learners of Spanish I – V.
- Teach students in-person and remotely via live video sessions.
- Courses of study are crafted to meet individual client needs, according to specific styles of learning.
- Language instruction includes curriculum development; lectures on oral and written components of Spanish communication; creation of learning materials and activities for the explanation and practice of concepts; administration and review of assignments and examinations.

Radnor School District, Elementary School Spanish Club Director, Wayne, PA

March 2023 – June 2023

- Taught introductory-level Spanish in classroom environment to students grades K – 3.
- Complete autonomy over planning and development of curriculum, as well as methods of teaching.
- Fostered student confidence in speaking Spanish through group activities and routine.
- Utilized music, dance, and art to promote enjoyment of learning.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Ensured positive and effective communication with parents in-person and via email.

Bloomingdale's, Intimate Apparel Specialist, King of Prussia, PA

Oct 2019 – March 2020

- Transformed customers into my personal clients with attention to individual needs and providing comprehensive product knowledge of ideally-suited merchandise -
 - Offering items not available in-store to expand selection; and, escorting clients to other departments in store to recommend complimentary products.
- Maintained email communications to nurture client relationships and proactively engage in ongoing business by anticipating future needs.
- Scrupulous organization and maintenance of merchandise on sales floor.
- Unilaterally redesigned merchandise displays and layout of department.

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Back to Basics Learning Dynamics, Private Educator, Wilmington, DE

Jan 2011 – Jun 2012

- Areas of instruction included Spanish; Criminal Justice; Study Skills; English.
- For all students, devised complete curricula – akin to traditional Junior High and High School: syllabi, mandatory participation, text book selection, homework and project assignments, examinations, parent-teacher conferences, grading and reports.
- Translated course material from English to Spanish and then taught various High School subjects to homebound students in Hispanic households.
- Administered private tutoring in Spanish I – IV; Criminal Justice; Study Skills; and, SAT Preparation.
- Crafted unique methods of SAT Preparation (personalized guides, worksheets, practice essays) catered to each student's learning ability and mode.

Certified Legal Intern, Special Victims Unit, Office of the State Attorney, Gainesville, FL

Jan. 2010 – April 2010

- Assisted Felony Division Chief in prosecution of child abuse and sexual battery cases.
 - Scrutinized crime scene evidence and drafted memoranda regarding probative value and applicable case law necessary for admittance.
 - Working with victim advocate, prepared victim for experience of trial
 - Compiled exhibits and designed exhibit boards.
 - Drafted arguments of law, citing all persuasive statutes and case law.
- Active participant the longest running child abuse case in the Eighth Judicial Circuit.
- Provided interpretation services in all criminal divisions for cases where relevant parties spoke solely Spanish.

Summer Associate, Freeh Group International, Wilmington, DE

May 2009 – Aug. 2009

- Served as Mediator of Record for dispute resolutions which Freeh Group contracted to perform.
- Participated in strategy meetings with international and domestic Fortune 500 clients.
- Responsible for production of legal documents in white collar actions.
- Delivered firm-wide comprehensive presentation on the Foreign Corrupt Practices Act.
- To further the company objectives - including corporate compliance, as among its services- prepared expansive memoranda to increase knowledge at all firm levels.

Intern, Office of the United States Attorney, Gainesville, FL

Sept. 2008 – Dec. 2008

- Independently devised, researched and drafted memorandum for AUSA concerning an Issue of First Impression in the Eleventh Circuit.
- Participation in preparation for and prosecution of numerous federal crimes, including coercion of minors, drug trafficking, political corruption, and aggravated identity theft.
- Oversaw press relations with local and national media.
- Active participant in statewide Inter-Agency Human Trafficking Task Force.

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Senior Intern, Domestic Violence Division, Office of the State Attorney, Gainesville, FL May 2008 – July 2008

- Counseled domestic violence victims on their legal rights.
- Administered Deferred Prosecution Agreements to defendants.
- Produced discovery materials; drafted affidavits; reviewed Civil Injunctions.
- Collaborated with lead attorney on trial strategies.
- Provided interpretation services in all criminal divisions for cases where relevant parties spoke solely Spanish.

Leasing Consultant / Property Supervisor, Contemporary Management Concepts, Gainesville, FL Oct.2006 – Sept. 2007

- Responsible for maintaining three luxury gated communities at maximum rental capacity.
- Unilaterally took initiative to design and implement new marketing strategies and materials across all three properties, with great success.
- Responded to daily web-traffic.
- Always with ebullience and creativity, conducted detailed, unique property tours that highlighted the property according to the client's needs.
- Processed background and credit checks when applications submitted.
- When prospective client became new tenant, executed lease and thoroughly educated tenant on all stipulations of the contract.
- Managed lease renewals.
- Performed final walk-through inspection with new tenants to ensure resident satisfaction.
- Managed the selection, delivery and contractual arrangements for rental furniture.
- Oversaw all tenant accounting: received, logged and deposited monthly rent checks. Issued fines for gross violations of community rules.
- On rare occasions, worked with local Sheriffs to carry through an eviction.
- Organized social, charitable and holiday events for community members.

Intern, Family Violence Sexual Assault Unit, District Attorney's Office, Philadelphia, PA Jan. 2004 – Aug. 2004

- Managed case files and trial notebooks.
- Prepared victims, pragmatically and emotionally, for the unfamiliar experience of a trial.
- After comprehensive training, served as a victim advocate in court - providing encouragement against "victim shaming," "victim blaming," and fear of facing one's abuser.

Bartender / Server, Chili's Bar and Grill, Wayne, PA April 2002 – Aug. 2005

- Attentiveness to guests: made them feel always welcome; clearly articulated and responded to their needs; and, provided efficient, friendly service.
- Calmly responded to angry or intoxicated guests and swiftly resolved all issues with prompt corrective action.
- Operated POS system; collected cash and credit card payment for food and drinks served; and, accounted for all monies at the end of each shift.
- Maintained amiable working relationship with team members to foster high team morale.
- By serving as translator for the numerous employees who spoke only Spanish, facilitated rapport between said employees and management.

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ACADEMIC AND PROFESSIONAL AFFILIATIONS

- Alpha Kappa Delta, International Sociology Honors Society
- ARC of Montgomery County
- Attorney-Alumni Mentoring Program
- Elder Justice Project
- International Law Society
- Law Association for Women
- National Society of Collegiate Scholars
- Pi Beta Phi Fraternity
- Women Involved in Living and Learning

AWARDS AND ACHIEVEMENTS

- Law Alumni Award
- National Dean's List
- Pi Beta Phi National Academic Honors
- University of Florida Levin College of Law:
 - Distinction, *Prosecution Clinic*
 - Honors, *Legal Research and Writing*
 - Teaching Assistant, *Legal Research & Writing*
 - Honors, *Prosecution Clinic*
 - Honors, *Appellate Advocacy*
 - Teaching Assistant, *Appellate Advocacy*

SKILLS

- Spanish fluency – Professional Proficiency (IRL Level 4+)
- Formal training to oversee Negotiation and Mediation
- Formal training to draft, interpret and execute contracts
- Confident abilities to teach and mentor in both 1-1 and group settings
- Verbal and written communication
- Explaining concepts
- Resourcefulness
- Empathy
- Leadership
- Affability
- Positivity
- Creative, determined strategy-mapping and problem-solving
- Accommodating learning styles
- Empathy
- Punctilious organization and fervent attention to detail

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EDUCATION

- University of Florida Levin College of Law, Gainesville, FL** May 2010
Juris Doctor, *Cum Laude*
GPA: 3.45
Top 25% of class
- St. Joseph's University, Philadelphia, PA** June 2006
Bachelor of Science, *Summa Cum Laude*, in Criminal Justice
GPA: 3.94
Rank: 12/861
- Villanova University, Villanova, PA** Jan. 2002 – May 2003
GPA: 3.9