

# Mary A. Smith

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## EDUCATION

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**University of Notre Dame** – Bachelor of Science in Engineering – Notre Dame, IN May 2020

- Major in Environmental Earth Sciences
- Cumulative GPA: 3.22/4.00
- Dual-Degree Engineering Program

**Saint Mary's College** – Bachelor of Science – Notre Dame, IN May 2019

- Major in Chemistry, Minor in Mathematics
- Cumulative GPA: 3.01/4.00

## RELEVANT EXPERIENCE

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### Bowman Creek Educational Ecosystem

Informing Healthy Neighborhoods Team Member – South Bend, IN May 2017 – Present

- Designed new project focusing on the reduction of lead poisoning of children in Census Tract 29 and 30
- Addressed the triple-bottom line when proposing remediation techniques
- Utilized resources to reduce the projected cost of in-home remediation by 75%
- Condensed informative report by 66% and clarified language to read at an 8<sup>th</sup> grade reading level

### Saint Mary's College Chemistry Department

General Chemistry Grader – Notre Dame, IN Aug. 2017 – Present

Chemistry Lab Teaching Assistant – Notre Dame, IN Sept. 2016 – May 2017

- Ensure accuracy and completeness of assignments in the General Chemistry course
- Oversaw 20 students' safety while in laboratory
- Guided students in the operation of unfamiliar lab equipment using proper laboratory technique
- Clarified instructions for the given laboratory assignment
- Adapted explanations to student's questions pertaining to the principles of chemistry used in the laboratory

## WORK EXPERIENCE

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### Saint Mary's College Annual Fund

Annual Fund Call Room Supervisor – Notre Dame, IN Aug. 2017 – Present

Senior Annual Fund Representative – Notre Dame, IN Aug. 2016 – May 2017

Annual Fund Representative – Notre Dame, IN Aug. 2015 – May 2016

- Contact alumnae via phone and correspond in a professional manner
- Accumulated over 400 donations since the fall of 2015
- Successfully raised over \$50,000 in pledges since the fall of 2015

### Saint Mary's College Art Department

Digital Imaging Lab Technician – Notre Dame, IN Sept. 2015 – May 2016

- Developed an exhaustive inventory of over 100 types of paper, ink, and printing supplies
- Operated printers, scanners, and photo-editing programs, including Photoshop and Lightroom
- Maintained stock and equipment

## CAMPUS AND COMMUNITY INVOLVEMENT

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- Vice President and Treasurer, Saint Mary's Bellebots, Aug. 2016 – Present
- Volunteer Mentor, FIRST Tech Challenge Robotics Team 12014, Oct. 2016 – Present
- Member, Saint Mary's Affiliate of the American Chemical Society (SMAACS), Sept. 2016 – Present
- Member, Society of Women Engineers (SWE), Saint Mary's College, Sept. 2015 – Present

## TECHNICAL SKILLS

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- Chemistry Lab Testing (NMR, XRF, and IR)
- Technical Writing (Math, Chemistry, and APA)
- LaTeX
- MATLAB
- CreoCAD
- Microsoft Word, PowerPoint, Excel, Publisher