

Mary Ann Smith

5555 Tulip Tree Lane | Anytown, IN 46555 | Cell: (555) 555-5555 | msmith55@saintmarys.edu

Education

Saint Mary's College

Notre Dame, IN

Bachelor of Arts, Double Major: English Writing and Political Science

May 2018

- Minor in Public Communications
- Cumulative GPA: 3.65
- Academic Honors and Awards: Dean's Scholarship and Dean's List Recipient

Maynooth University

Maynooth, Ireland

Study Abroad Program

January 2016 – June 2016

- Increased adaptability by immersing in a new University culture and developed excellent problem solving skills by coordinating travel arrangements to Scotland, Ireland, England, and Czech Republic
- Enhanced organizational skills by managing personal budget, travel expenses, and daily academic schedule
- Improved confidence through self-reliance and ability to communicate by living in community and interacting with people from diverse cultures and backgrounds

Campus Leadership and Involvement

The Avenue, Journal of Nonfiction Prose, Saint Mary's College

Notre Dame, IN

Co-Editor

August 2017 – Present

- Create an aesthetic theme for the journal by selecting cover art, determining overarching themes among the submissions, and designing the format for each submissions
- Manage the journal budget by determining expenditures, estimating revenue, requesting funding from the Student Government Association (SGA), and coordinating fundraising efforts
- Select submissions for publication to the journal

Treasurer

January 2017 – May 2017

- Requested journal funds and generated fundraising ideas
- Served on the executive board and advised which pieces should be selected for publication in the journal

Chimes, Journal of Fiction and Art, Saint Mary's College

Notre Dame, IN

Editorial Board Staff

August 2017 – Present

- Collaborate with other editorial board members on the creative direction of the journal

The Observer, University of Notre Dame and Saint Mary's College

Notre Dame, IN

Columnist

January 2017 – Present

- Write reviews on a bi-weekly basis for the Scene Department on films and pop culture
- Analyze topics and films that will have the most appeal with college/university readers

The Odyssey

Online

Columnist

August 2016 – December 2016

- Generated weekly article concepts and wrote stories for the online publication
- Adhered to weekly deadlines
- Promoted published work by sharing stories to Facebook feed, groups, and people

Research, Presentations, and Publications

Senior Comprehensive, Saint Mary's College

Notre Dame, IN

Voting Behavior of Rural Americans (working title)

January 2017 – Present

- Analyze statistical data using Stata software
- Organize results into a clear and concise format to be understood by the general public
- Research and compile relevant information and articles on the topic

Political Science Department, Saint Mary's College

Notre Dame, IN

How Did Everyone Get This So Wrong?: The 2016 Presidential Election

June 2017

- Co-presented with Dr. Patrick Pierce on the topic of voting behavior in the 2016 presidential election during the Alumnae Reunion Weekend

The Avenue, Journal of Nonfiction Prose, Saint Mary's College

Notre Dame, IN

Prologue

Spring 2015

- Selected by editing board and published a writing essay in the spring 2015 publication of *The Avenue*

Work Experience

Annual Fund, Saint Mary's College

Notre Dame, IN

Professional Fundraiser/Phonathon

August 2017 – Present

- Manage up to 190 phone calls to alumnae donors during each shift
- Quickly develop rapport by learning about the alumna's connection to Saint Mary's, sharing information and talking points regarding the College, updating the alumna's record
- Assessed the individual alumna to establish a connection and ensure a more personalized conversation
- Utilize active listening and empathetic skills to handle challenging situations involving alumnae concerns and issues

TJ Maxx Associate

Kokomo and Mishawaka, IN

Associate

June 2015 – December 2015

- Organized merchandise to make it more visible and appealing to customers with the goal of increasing sales
- Communicated with customers in a friendly and professional manner while assisting them in the fitting room area to minimize merchandise loss
- Collaborated with other associates to create a friendly work environment by developing team rapport, coordinating merchandise displays, and assisting one another with tasks as needed

Additional Campus Involvement

- Toastmaster's International Member, September 2017 – Present
- Notre Dame Debate Team Member, January 2015 – December 2015
- Mustard Creative Writing Club Member, August 2014 – May 2015

Volunteer Experience

- St. Vincent's of Kokomo Volunteer, Kokomo, IN, January 2012 – May 2014
- Humane Society Volunteer, Kokomo, IN, April 2011 – November 2011

Technical Skills

- Experience with Microsoft Word, PowerPoint, Google Docs, and Google Drive