



MARY SMITH

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OBJECTIVE

Dedicated global studies student with a concentration in environmental studies and experience in marketing and design. Seeking an internship opportunity utilizing strengths in written and verbal communications and to build professional relationships in the field of conservation.

EDUCATION

SAINT MARY'S COLLEGE

Bachelor of Arts in Global Studies

- Concentration: Environmental Studies
- Minor: Studio Art
- Cumulative GPA: 3.84

NOTRE DAME, IN

May 2020

RELEVANT EXPERIENCE

MATHEMATICS DEPARTMENT, SAINT MARY'S COLLEGE

Marketing Assistant

- Create posters and websites to reach a variety of audiences including students, faculty, and staff
- Use Drupal to design and publish a website for a community-based hackathon for the Saint Mary's community as well as local high school students
- Designed poster promoting the Mathematics major with the goal of encouraging students to consider the field

NOTRE DAME, IN

August 2017 – Present

ADDITIONAL WORK EXPERIENCE

PERSONAL CARE

Childcare/Housesitting/Pet Sitting

- Provide care for children ages 8 months to 12 years
- Maintain homes by cleaning, cooking, running errands, caring for pets, and transporting children to activities

GREATER CLEVELAND AREA

December 2012 – Present

METROPOLITAN POOLS

Lifeguard

- Opened the pool and responsible for knowing the operational procedures
- Ensured every patron was practicing safe behaviors in the water
- Performed audits conducted by an instructor that involved skill practice and development
- Effectively resolved difficult situations involving patrons
- Recognized by patrons for excellent service, knowledge of pool safety, and handling challenging issues

GREATER CLEVELAND AREA

May 2017 – August 2017

CAMPUS LEADERSHIP AND INVOLVEMENT

- Drum Major, Saint Mary's Concert Band, August 2016 – Present
- Section Leader, Collegiate Choir, Saint Mary's College, August 2017 – Present
- Singer, Bellacapella/Collegiate Choir/Women's Choir, Saint Mary's College, August 2016 – Present
- Ally, Belles Against Violence Office (BAVO), Saint Mary's College, August 2016 – Present

SKILLS

- Professional: Communication | Creativity | Organization | Leadership | Team Work | Active Listening
- Technical: Drupal | Python | Alice | Word | PowerPoint

