

# Mary Ann Smith

5555 Tulip Tree Lane • Anytown, PA 12555 • 555-555-5555 • msmith55@saintmarys.edu

## EDUCATION

**Saint Mary's College, South Bend, IN** (May 2019)

- Bachelor of Arts in Communication Studies and Political Science
- Minors: Business Administration and Hessburg Public Policy (Notre Dame)
- GPA: 3.69

**Semester at Sea**, (January 2017-June 2017)

- Traveled throughout the United States, as well as Austria, Bahamas, Belgium, China, Czech Republic, England, France, Germany, Ghana, Greece, Iceland, India, Ireland, Italy, Japan, Latvia, Mexico, Morocco, Myanmar, Netherlands, Northern Ireland, Norway, Spain, South Africa, Sweden, Switzerland, and Vietnam

## HONORS AND DISTINCTIONS

- Elected Saint Mary's College Class of 2019 Senator (2016-2017 and 2017-2018)
- Student Government Official while on Study Abroad (January 2017-June 2017)
- Saint Mary's College Dean's List (December 2015-December 2016)
- Published article in *America Magazine* (March 2016)
- Green Dot certified (nationally recognized sexual assault training) (September 2016)
- Saint Mary's College Annual Fund Representative Top Caller (September 2015-May 2016)

## RELEVANT EXPERIENCE

**Annual Giving Team Leader**, *Saint Mary's College, South Bend, IN* (September 2017-Present)

- Oversee team of twenty Annual Giving Representatives
- Provide guidance, answer questions, and assist employees
- Train, motivate, coach, and mentor staff
- Draft nightly reports on caller progress, highlighting pertinent situations and resolutions
- Maintain thorough knowledge of Campus Call system, phone etiquette, and negotiation techniques

**Marketing Associate**, *Macerich, Tysons Corner, VA* (June 2017-August 2017)

- Created and posted social media marketing campaigns and press releases
- Updated Tysons Corner Center website
- Helped plan and execute various events at Tysons Corner Center
- Promoted the 2017 Tysons Corner Center Summer Concert Series
- Worked on business-to-business relations within the Tysons Corner Mall/surrounding companies

**Alumni and Development Office Student Leader**, *Semester at Sea* (January 2017-May 2017)

- Organized and implemented annual fund drive, auction, and final ball for shipboard community
- Worked as student leader on various events taking place on ship during semester
- Raised over \$20,000 toward scholarships through organized ship-wide events

**Senior Annual Fund Representative**, *Saint Mary's College, South Bend, IN* (September 2016-December 2017)

- Communicated with alumnae and past/present student families to secure Annual Fund monies
- Planned Saint Mary's College Annual 24-hour "Donor Challenge"
- Mentored new callers answering questions about Annual Fund process

## CAMPUS AND COMMUNITY INVOLVEMENT

**Class of 2019 Political Science Representative**, *Political Science Club* (September 2017-Present)

**Class of 2019 Senator**, *Student Government Association* (September 2016-Present)

**Friend to Holy Cross Sisters**, *Friends with Sisters Program* (September 2016-December 2016)

**Volunteer**, *South Bend Center for Homeless, South Bend, IN* (September 2017-December 2017)

**Peer Mentor**, *South Bend Community Schools Corporation, South Bend, IN* (September 2016-December 2017)