

# MARY ANN SMITH

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## PROFESSIONAL SUMMARY

Communication professional with the ability to analyze, synthesize, and interpret information using a sociological perspective to promote cultural competence. Possess a strong work ethic, as well as exceptional writing, communication, editing, and research skills. Experienced in providing excellent service and building positive rapport with clients.

## EDUCATION

### Bachelor of Arts, Double Major: Communication Studies and Sociology

May 2018

Saint Mary's College

Notre Dame, IN

- Minor: Theatre Performance
- Cumulative GPA: 3.4
- Study Abroad Program, Rome, Italy, September 2015 – December 2015
- Senior Comprehensive: Cultural Appropriation vs. Appreciation on Social Media, January 2017 – Present
- Academic Honors:
  - Alpha Kappa Delta (International Sociology Honor Society) Member, May 2017 – Present
  - MIAA Honor Roll of Athletes, Spring 2016, Fall 2016, and Spring 2017
  - Dean's List, Spring 2016 and Fall 2016

## WORK EXPERIENCE

### Sales Associate

May 2015 – Present

Forever 21

Auburn Hills, MI

- Assist customers in determining their needs, answer questions, and provide recommendations to ensure maximum customer satisfaction.
- Maintain knowledge of sales and promotions, policies regarding payment and exchanges, and security practices.
- Contact other store locations to determine merchandise availability.
- Prioritize helping customers over completing other routine tasks in the store.
- Prevent shrink percentage by greeting customers, providing excellent customer service, and remaining attentive.
- Adjusted easily to scheduling changes, job positioning rotations, and store layout remodeling.

### Junior Site Supervisor

June 2014 – Present

Flint Junior Golf Association

Flint, MI

- Serve as a Rules Official to keep play fair as well as ensure safety and health of all players.
- Account for players' attendance at the registration table on a daily basis.
- Arrange tee times, organize teams, and offer strategic tips to players to advance their knowledge of golf.

## CAMPUS LEADERSHIP AND COMMUNITY INVOLVEMENT

- Sociology Club Member, August 2014 – Present
  - Financial Advisor/Treasurer (August 2017 – Present)
- Sociology Department Student Representative, August 2017 – Present
- Lacrosse Team, August 2014 – Present
  - Serve as Student Athletic Advisory Committee Lacrosse Representative and Convent Liaison
  - Received Coach's Award; Most Improved Player Award; and MIAA Recognition
- Theatre Department Performances:
  - Tectonic Theatre, September 2017 – Present
  - *Matt & Ben* (play for a student's senior comprehensive project), February 2017 – March 2017
  - *The Misanthrope*, Technician/Actor, September 2014 – November 2014
- Intramurals Sports, February 2015 – Present
- La Fuerza Member, February 2017 – Present
- First Year Peer Mentor, August 2016 – May 2017
- Center for the Homeless Volunteer/Service, September 2016 – February 2017
- Circle K, August 2014 – May 2016
- Yoga Club, August 2014 – May 2016

## TECHNICAL SKILLS

Trained in Statistics (SPSS) | Word | Excel | PowerPoint | Google Docs, Sheets, Slides