

Mary A. Smith

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Education

Saint Mary's College | Notre Dame, Indiana | August 2014 - May 2018

Bachelor of Arts in Communication Studies | *Minor: Public Relations and Advertising & Gender Women's Studies*

- Dean's List (Fall 2016)
- La Mans Scholarship (August 2014 - May 2018)

Internship Experience

Sincerely Ginger Weddings and Events | Traverse City, Michigan | May 2017 - August 2017

Summer Intern

- Managed social media accounts including, Pinterest, Instagram, Facebook, and the company's blog
- Conversated with clients and vendors
- Embodied a set brand through visual and communicatory representation
- Created a design plan and worked with websites related to the field of the internship

Work and Volunteer Experience

Don's Drive-In | Traverse City, Michigan | May 2015 - Present

Waitress

- Provide excellent customer service through effective interpersonal communication
- Officiate transactions for customers and balance shift earnings
- Perform restaurant tasks including prepare dining hall, clean shake maker, make coffee, and serve food

Center for the Homeless | South Bend, Indiana | March 2016 - April 2016

Volunteer

- Developed relationships with an average of seven children ages 6-12 years
- Facilitated fun and educational activities including group games, board games, and teamwork activities
- Collaborated with Activities Director and peer volunteers to provide care for children

Leadership and Campus Involvement

Little Siblings Committee of Saint Mary's College | Notre Dame, Indiana | December 2016 - Present

Member

- Collaborate with team members to create activities for Little Siblings Weekend
- Promote Little Siblings Weekend activities to Saint Mary's campus
- Implement and oversee activities throughout weekend event including crafts, games, and movie night

Saint Mary's Supporting Autism | Notre Dame, Indiana | August 2016 - Present

Social Media Chair and Member

- Assist an average of 13 children with activities to help them build social skills
- Promote awareness of club through social media including Facebook, Instagram, and Snapchat
- Coordinate fundraising events to raise money for activity resources

SMC SnowBelles Ski Club | Notre Dame, Indiana | December 2014 - February 2015

Member

- Supported Ski Club Founder with promotion of club to Saint Mary's campus through fundraising
- Generated interest in joining club through sharing information to students
- Practiced skiing each weekend at Swiss Valley Ski and Snowboard Area

Professional Skills and Strengths

- Proficient in Microsoft Office: Word, Excel, PowerPoint
- Excellent interpersonal communication skills
- Works well under pressure and in fast-paced environments
- Strong ability to effectively communicate with clients of all ages and backgrounds
- Exceptional leadership, organization, and teamwork skills