

# MARY A. SMITH

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## EDUCATION

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**Saint Mary's College** | Notre Dame, IN May 2018  
*Bachelor of Arts, Double Major: Political Science and Spanish* GPA 3.77

- Minor in American History
- Honors & Professional Membership: Dean's List Award, Pi Sigma Alpha

**Washington Semester Program** | American University | Washington, D.C. Spring 2017

- Participated in Foreign Policy Seminar
- Explored international issues through lectures and discussions with leading experts

**Center for Cross Cultural Studies** | Seville, Spain Spring 2016

- Gained fluency with Spanish-speaking curriculum
- Lived with host family and expanded understanding of cultural traditions and political issues

## RELEVANT EXPERIENCE

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**Saint Mary's College ResNet** | Notre Dame, IN Fall 2015 – Present  
*Computer Consultant* | 10 hours/week

- Support students with computer troubleshooting
- Install Microsoft Office applications and virus protection software

**United States District Court of Northern Illinois** | Chicago, IL Summer 2017

*Systems Intern* | 40 hours/week

- Coordinated deployment and maintenance of technology in courtrooms and chambers
- Gained an awareness and understanding of daily court functions through observing trials and interacting with judges

**Running Start** | Chicago, IL Spring 2017

*Nonprofit Management Intern* | 20 hours/week

- Researched young female candidates running for office
- Organized events to connect, train, and empower young women in leadership positions
- Crafted grant proposals to secure funding

**City of Wyoming Parks and Recreation Department** | Wyoming, MI Summer 2016

*TEAM 21 Group Leader* | 30 hours/week

- Taught a class of third grade students, created a positive learning environment
- Developed lesson plans to foster academic and social growth
- Managed time to ensure a productive school day
- Effectively communicated with upper management to ensure activities met school's mission and curriculum standards

**Herman Miller** | Chicago, IL Summer 2015

*Adecco Manufacturing Associate* | 55 hours/week

- Inspected, packaged, and shipped office furniture and supplies
- Reported to shift manager to ensure products were built and delivered in accordance with company standards and protocols

**LEADERSHIP AND SERVICE**

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**Circle K International**

Fall 2014 – Present

*Convent Commissioner* | 2 hours/ week

- Manage team of convent volunteers, acted as a liaison between Saint Mary's College and the Convent
- Design weekly events to bring together students and Sisters; budgeted for each event

**Pen Pal Program**

Fall 2014 – Present

*Student Correspondent* | 1 hour/week

- Write letters to assigned pen pal, built confidence with young students in South Bend community
- Focus on grammar and helped students develop letter writing skills

**Student Diversity Board**

Fall 2016 – Present

*Marketing Team Member* | 2 hours/week

- Create handouts to inform students about upcoming speakers and events
- Design forums to discuss current campus issues

**Big Belle, Little Belle**

Fall 2016 – Present

*Mentor* | 2 hours/ week

- Counsel first year students, planned social activities to acclimate students to college life
- Establish peer-mentor relationship with individual student, supported social and academic growth

**Saint Anthony Parish**

Winters 2013 – 2017

*Youth Basketball Coach* | 7 hours/week

- Coached middle school girls' basketball, organized drills, demonstrated new skills
- Constructed a sense of teamwork and communication, encouraged sportsmanship throughout practices and competitions

**English as a Second Language Tutor**

Fall 2016

*Language Tutor* | 4 hours/week

- Worked with students individually and in small groups on English proficiency and literacy
- Evaluated and communicated students' progress to the classroom instructor

**Model United Nations**

Fall 2015

*General Assembly Member* | 1 hour/week

- Sharpened public-speaking, writing, and argumentative skills
- Participated in American Model United Nations competition

**Habitat for Humanity**

Fall 2015

*Builder* | 1 hour/week

- Attended meetings and increased understanding of issues facing South Bend community members
- Built local house while learning proper construction techniques

**College Academy of Tutoring (CAT)**

Fall 2014

*CAT Student Tutor* | 4 hours/week

- Tutored second grade and middle school students, assisted with homework in all school subjects
- Cultivated relationships and formed sense of community in after school program

**LANGUAGE AND TECHNICAL SKILLS**

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- Fluent in Spanish, Elementary level Italian & American Sign Language
- Microsoft Office Suite, Computer Troubleshooting