

Mary A. Smith

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Education

Saint Mary's College

Bachelor of Social Work

- Cumulative GPA: 3.92
- Dean's List, 2014 – Present
- Phi Alpha Honor's Society, 2017 – Present

Notre Dame, IN

May 2018

Field Practicum

Battell Elementary School

Social Work Intern

- Provide one-on-one support for students in grades K-6 by assisting with family, crisis, disciplinary, social, and academic issues
- Refer parents to resources to help meet basic needs and assist in domestic violence situations
- Coordinate with child protective services to report cases and assist during interviews at the school
- Help support parents with no-contact orders and provide guidance on legal guardianship or custody
- Assist in facilitating the Food Bank of Northern Indiana's Food 4 Kids program at the school

Mishawaka, IN

August 2017 – Present

Relevant Experience

Judge Baker Children's Center: Harvard Medical School

Undergraduate Counselor

- Served as a counselor in the Summer Treatment Program developed by Dr. William Pelham
- Planned and facilitated interventions with a group of nine children ages 5-10 with ADHD and other severe behavioral disorders
- Monitored and tracked behaviors, entered data, and adjusted goals based on outcome of the data
- Participated in weekly supervision and completed two clinical reports

Boston, MA

June 2017 – September 2017

High Meadow Day Camp

Senior Dance Counselor

- Instructed all campers' ages 4-14 in daily dance programs and movement exercises
- Led the choreography, costuming, and sets for two end-of-summer dance recitals demonstrating to management and parents the progress made by campers

Granby, CT

June 2014 – August 2016

Professional Development

Adverse Childhood Experiences Training: Saint Mary's College

January 2017

- Participated in the ACE Interface training presented by Memorial Hospital
- Received information on the ACE study, the effects of trauma on neurodevelopment, behavior and disease and what can be done to assist individuals who have experienced trauma

Crisis Prevention Institute Training: Judge Baker Children's Center

June 2017

- Learned non-violent interventions to deescalate crisis situations to ensure safety of both the client and staff member
- Trained on antecedent control methods to recognize warning signs and prevent escalation

Music and Memory Training: Healthwin Specialized Care

August 2016 – May 2017

- Researched the benefits of music therapy for residents with Alzheimer's' and dementia
- Conducted intake interviews with new program participants
- Developed a specialized playlist of songs for the resident
- Facilitated music therapy with the resident once a week

Campus Leadership and Involvement

Saint Mary's College Dance Marathon*Vice President***Notre Dame, IN***May 2017 – Present*

- Facilitate and conduct weekly meetings with the executive board while overseeing each committee, their members, and dancers for the College's largest student organization
- Collaborate with the organization's members, corporate sponsors, University of Notre Dame, and Holy Cross College to plan the 12-hour event in the spring
- Communicate and coordinate with the Foundation representative on a bi-weekly basis
- Recruit, review applications, interview, and train new committee members
- Manage the organization's finances as well as complete data analysis of funding and donations

*Fundraising Executive**May 2016 – May 2017*

- Assisted in marketing, organizing, and participating in the 12-hour dance marathon where all donations benefited Riley Children's Hospital in Indianapolis, IN
- Planned and facilitated campus wide fundraising events such as silent auctions, 5k race, and concerts; exceeded all fundraising goals by raising \$136,000
- Met with patients and their families during campus visits

*Fundraising Committee Member**August 2014 – May 2016*

- Contacted organizations, fundraising partners, and sponsors on behalf of the College
- Coordinated logistics with Campus and Community Events as well as other departments

Saint Mary's College Social Work Club*Treasurer***Notre Dame, IN***May 2017 – Present*

- Contact service agencies in the South Bend area to plan charity events
- Outreach to businesses in the area to receive corporate sponsorships and donations
- Manage and track club finances

Additional Experience

Avon Dental Group*Administrative Assistant***Avon, CT***June 2014 – August 2016*

- Served as the summer assistant in a busy general dental practice
- Supported the office by answering phone calls, meeting and greeting patients, pulling, filing, and maintaining patient charts

Hartford Catholic Worker House*Program Volunteer***Hartford, CT***September 2011 – June 2014*

- Assisted with ongoing programs for the children that included food collection, arts and crafts, holiday parties, and cooking lunches for members with the goal of decreasing gang involvement and neighborhood violence
- Coordinated a drive that resulted in collecting 60 bikes for the children and adults in the community

Technical and Professional Skills

- SPSS
- Report Writing
- Microsoft: Excel, Word and PowerPoint