

Mary A. Smith

Campus Address:

555 Le Mans Hall
Notre Dame, IN 46556
msmith55@saintmarys.edu

Home Address:

55555 Tulip Tree Lane
Anytown, IN 46555
Cell: (555) 555-5555

Education

Saint Mary's College

Notre Dame, IN

Bachelor of Arts, Double Majors: Global Studies and Spanish

May 2019

- Concentration in Global Business Administration
- Academic Honors: Dean's List (Fall 2015, Spring 2016, Fall 2016, Spring 2017)
- Cumulative GPA: 3.85

Global Experience

Study Abroad

Seville, Spain

Full Immersion Program

February 2017 – May 2017

- Developed Spanish language skills by living with a host family who only spoke Spanish
- Completed courses at the Center for Cross Cultural Studies entirely in Spanish including art, history, and literature of the Spanish culture
- Participated in cultural visits to major historical sites across the country as well as an exchange with Spanish students desiring to learn English
- Traveled outside of Spain to Andorra, Morocco, Ireland, Scotland, and Portugal

People to People

Washington, D.C.

Student Ambassador

July 2014

- Broadened global perspectives by experiencing seven countries including England, France, Germany, Netherlands, Switzerland, Austria, and Belgium
- Met with a member of Parliament to gain an overview of the government system in Britain
- Participated in service work by tending to different areas of a forest in Germany
- Introduced to the German culture through a homestay with a family

Internship Experience

Vinotemp

Irvine, CA

Social Media Marketing Intern

June 2017 – July 2017

- Managed the daily posts for three Twitter and Facebook accounts, and two Pinterest accounts for subsidiaries of the company
- Created content, selected products to feature, and linked the product posts to the website
- Built social media presence, especially on Facebook, Pinterest, and Twitter by increasing the number of posts, monitoring the most effective post times, and engaging with consumers
- Performed general maintenance of the company's website by using Magento to code and update links
- Managed client data using Constant Contact, and selected product images and created catalogs using Houzz
- Oversaw client produce reviews on Trust Pilot and report any issues to administration that needed to be resolved

Leadership and Involvement

Irish Ambassador, University of Notre Dame

August 2017 – Present

- Assist football coaches with official and unofficial high school recruits including tours of the campus, stadium, and complex
- Introduce recruits and families to the coaches as well as provide feedback to the coaches on the recruits
- Assist with check-in on Game Days, serve as an event area monitor, and answer any questions regarding the University
- Provide transportation around the campus for coaches, recruits, and families

SGA Committee Chair, Big Belle Little Belle

August 2017 – Present

- Manage the pairing of first years to junior mentors as well as organize and host monthly events for 150 students
- Facilitate weekly meetings with the SGA to discuss progress on goals
- Assist first years with move-in at the College which helps build campus community and leads to student retention
- Selected to serve on the Admission and Scholarship Committee for the College

Junior Representative, Alumnae Association Board of Directors

August 2017 – Present

- Provide a student's perspective on topics during the Board meetings held once per semester
- Co-plan the Success After Saint Mary's, Heritage Week, Life After Saint Mary's, and Founder's Day events
- Attend the bi-weekly meetings of the Student Alumnae Relations Committee

Saint Mary's Affiliate of the American Chemical Society Member (SMAACS)*August 2015 – Present*

- Assisted in hosting the spring 2016 Magic Show for local up to 60 local elementary school-aged children to spark their interests in chemistry and science

Saint Mary's College Music*August 2015 – Present*

- Women's Choir Member (August 2015 – Present)
- Bellacappella Social Media Chair (August 2017 – Present)
- Bellacappella Member (August 2016 – Present)
- Collegiate Choir Section Leader (January 2016 – May 2016)
- Chicago Musical Ensemble (February 2016 – April 2016)
- Sophomore Choir Board Representative (August 2016 – September 2016)

Belles Against Violence Office (BAVO) Ally*January 2016 – December 2016*

- Helped to coordinate Take Back the Night event in April 2016 to raise awareness of sexual assault at colleges
- Served on Green Dot Committee with the charge of facilitating by-stander intervention training at the College
- Hosted campus workshops and panels for the College community to raise awareness

Student Government Senator*August 2016 – December 2016*

- Reviewed budgets submitted for approval by all campus organizations and allocated funds accordingly
- Attended and helped facilitate all campus activities run by Student Government throughout the year

Additional Work Experience

Chemistry and Physics Department, Saint Mary's College**Notre Dame, IN***Teaching Assistant, General Chemistry**August 2016 – December 2016*

- Oversaw the chemistry lab and ensured students were conducting experiments properly
- Ensured safety rules and regulations were upheld

Lux Café**Goshen, IN***Waitress**Summers 2015 and 2016*

- Provided excellent service to create a relaxing environment for customers
- Collaborated with up to six waitresses to strategize responsibilities and accomplish tasks as a team
- Cross-trained as a Hostess, which included working the register and resolving customer service complaints

Skills and Strengths

- Spanish (extensive knowledge and comprehension)
- Professional Skills: Teamwork, Relationship Building, Leadership, Communication, and Problem Solving