

MARY SMITH

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EDUCATION

Appalachian State University, Boone, NC

May 20XX

Bachelor of Science Political Science

Minor: Spanish

Honors: Chancellor's List, 3 semesters; Alpha Chi Honor Society; Phi Kappa Phi Academic Honor Society
College of Arts and Sciences Graduation Marshall

Related Coursework: Public Policy Analysis; Land Use Regulations; Environmental Studies; Micro, Macro and Environmental Economics, Public Management

LANGUAGES

Conversational Spanish

EXPERIENCE

Student Conservation Association Intern

Canyon de Chelly National Monument, Chinle, AZ

Summer 20XX

- Provided educational information to adults and children on ecological preservation
- Presented daily talks and weekly campfire slide show programs
- Roved inside canyon and on rims to ensure visitor safety and enforce regulations

Intern in the Office of Public Affairs/News Bureau

Appalachian State University Boone, NC

November 20XX-present

- Publish press releases announcing University-sponsored events and feature articles pertaining to the University and its contribution to the community
- Organize and compose a newsletter for donors and University officials
- Evaluate...
- Convey....
- Formulate....

Day Care Manager

American Embassy, Moscow, Russia

Summer 20XX

- Managed day care center for 20 children of the international community
- Processed applications and confidential paperwork
- Created a system of organization for the enrolled children's personal information
- Coordinated....
- Collaborated with...

LEADERSHIP AND INVOLVEMENT

Member, Student Conservation Association

Fall 20XX-present

Officer, Environmental Club

Fall 20XX-present

Member, Spanish Club

Fall 20XX-present

Volunteer, U.S. Forest Service Trail Maintenance

Fall 20XX-present