**FIRST NAME | LAST NAME**

(000) 000-0000 | name@smith.edu

**EDUCATION**

**Smith College**, Northampton, MA Month/Year

Bachelor of Arts: Undeclared

**Brooklyn College**, Brooklyn NY Month/Year

*Relevant Courses:* Social Movements, Intro to Psychology, Latino Studies

**Queensborough**, Brooklyn NY Month/Year

High School Diploma | *Honors*: Dean’s List

**WORK EXPERIENCE**

**Conway Center for Innovation and Entrepreneurship**, Northampton, MA Month/Year

*Communications Team Intern*

* Create a weekly newsletter shared with students to inform them about events taking place at Conway
* Organize financial literacy events to educate Smith students
* Manage event check-ins, including student information to facilitate follow-up conversations

**Brooklyn Museum**, Brooklyn, NY Month/Year

*Assistant Teen Teacher- Multimedia Art*

* Assessed skill levels of adults and pre-teens for multimedia art and sculpture creation
* Motivated frustrated new artists to continue their designs for the Gallery Studio Program exhibition

*Professional Artist Assistant-* Guadalupe Maravilla’s Tierra Blanca Joven 2023 Exhibit

* Devised an exhibit healing room for Guadalupe Maravilla’s Tierra Blanca Joven
* Planned furniture placement, wall colors, and items suitable for the “healing” theme of the exhibit
* Created multimedia art in connection to healing
* Created artistic journals using Mexican heritage for guest interactions

**LEADERSHIP EXPERIENCE**

**Thrive Scholars**, RemoteMonth/Year

*Scholar*

* Selected as one of 100 students for a six-year college access and professional development program for high-achieving, underrepresented first-generation students
* Participated in a four-year comprehensive Career Development Program that includes professional career coaching, case studies, and projects to hone analytical, quantitative, and communication skills

**Mariachi Juvenil Tapatio de Alvaro Paulino**, Brooklyn, NY Month/Year

*Student Mariachi- Second Trumpet*

* Performed throughout NYC, including the Gracie Mansion for Cinco de Mayo, NYC 48th Annual Village Halloween Parade, and Hispanic Heritage Celebration sponsored by Empire BlueCross

**Youth Group at Our Lady of Mercy**,Brooklyn, NY Month/Year

*Youth Leader*

* Led group of teens through faith-based group activities, including ~100 hours of volunteering service
* Fundraised with local communities through festivities, including food drives and block parties

**SKILLS & INTERESTS**

*Computer/Technical*: Microsoft Word, Excel, and PowerPoint, Canva, Mailchimp

*Languages*: Spanish (Fluent)

*Interests:* Nail art, attending NYC street fairs

**FIRST NAME | LAST NAME**

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**EDUCATION**

**Smith College** Northampton, MA

Bachelor of Arts: Intended Quantitative Economics Major Expected May XXXX

Relevant Coursework: Intro to Data Science and Data Structures

**Glenn High School**  Glenview, IL

High School Diploma Month/Year

**PROJECT EXPERIENCE**

**Smith College**, Reacting to the Past (first-year seminar), Professor J. Birk Northampton, MA

*Research Paper: Activism and Art in the 20th Century* Month/Year

Wrote a 10-page research paper on a 20th century activist and presented findings to a cohort of 15 students.

**EXPERIENCE**

**Smith College Investment Club** Northampton, MA

*Member* Month/Year-Present

* Analyze financial statements to make informed investment decisions.
* Communicate meeting plans across channels, including social media, email, and Slack.

**Smith College Korean Student Association**  Northampton, MA

*Social Media Chair* Month/Year-Present

* Promote events and activities organized by the Korean Student Association.
* Research trends and best practices in social media marketing, and incorporate them into the community engagement strategy.

**Immanuel Church of Chicago** Glenview, IL

*Youth Group Leader* Month/Year-Present

* Facilitate interactive discussions that promote participants’ spiritual growth.

**Etruscan Yearbook** Glenview, IL

*Marketing Manager* Month/Year-Month/Year

* Led social media strategy to promote events and engage with the student body.
* Developed and executed effective sales strategies to drive yearbook purchases (hybrid).

**HANA Center Summer Program**  Glenview, IL

*Researcher* Month/Year-Month/Year

* Examined the impact and effectiveness of the TEACH Act to increase equity and access to Asian American history & education for Illinois students on a district level and local level.

**SKILLS & INTERESTS**

*Languages*: Korean, Beginner French

*Computer*: Adobe InDesign, Google Sheets, Google Docs, Google Slides, Slack, Canva, Microsoft Office

*Social Media:* Instagram, Twitter, LinkedIn

*Interests*: Traveling, listening to podcasts, writing poems, volunteering, vlogging

**First Name Last Name**

email@smith.edu | 555.555.5555 | LinkedIn URL | [www.personalwebsite.com](http://www.personalartswebsite.com) (optional)

**EDUCATION**

**Smith College** Northampton, MA

Bachelor of Arts, Major: Studio Art, Concentration: Museum Studies Expected Month/Year

*Relevant Coursework:* Intermediate Digital Media, Introduction to Architecture Design, Introduction to Art Conservation

*Honors:* Dean’s List (year/s)

**New York University, Tisch School of the Arts** New York, NY

Summer High School Filmmakers Workshop Month/Year – Month/Year

**RELEVANT EXPERIENCE**

**National Portrait Gallery**, **Smithsonian Institution** Washington, D.C.

*Intern, Visitor Experience* Month/Year – Month/Year

* Facilitated tours and assisted educators in family programs by developing creative workshops for middle-aged learners.
* Grew Facebook and Instagram presence by 15%, prepared email campaigns distributed to 5,000+ subscribers, and updated website to improve the gallery’s marketing initiatives.
* Established rapport with visitors; provided tailored programming recommendations based on historical art knowledge.

**Entertainer** Pioneer Valley, MA

*Singer/Songwriter* Month/Year – Month/Year

* Liaise and negotiate with venue owners and booking agents to schedule approximately two events per semester.
* Market shows by creating flyers and social media posts; conduct outreach to local businesses for promotion.

**Black Students’ Alliance**, **Smith College** Northampton, MA

*Arts and Culture Chair* Month/Year – Month/Year

* Plan and organize events in conjunction with the administration in the Offices of Student Engagement, Multicultural Affairs, and the presidents of the Black Students’ Alliance.
* Facilitate and engage in post-event conversations with students, staff, and the Education Department of the Smith College Museum of Art to establish a trajectory for future events.
* Provide administrative support by overseeing the transmission of invitations, newsletters, and informational flyers.

**Eastside Grill** Northampton, MA

*Server* Month/Year – Month/Year

* Dedicated 8 hours per week while maintaining full-time enrollment and a 3.4 GPA at Smith College.
* Trained in and executed exemplary customer service within a fine dining atmosphere.
* Track, organize, and maintain accurate inventory while remaining poised under pressure in a fast-paced restaurant setting.

**ADDITIONAL EXPERIENCE**

**Smith College Contemporary Theater**, *Member*, Northampton, MA Month/Year – Month/Year or Present

**Eric Carle Museum of Picture Book Art**, *Teaching Assistant/Intern*, Amherst, MA Month/Year – Month/Year or Present

**Smith College Museum of Art**, *Museum Educator/Docent*, Northampton, MA Month/Year – Month/Year or Present

**Habitat for Humanity**, *Volunteer Carpenter,* Pineville, KY Month/Year – Month/Year or Present

**Kempner Household**, *Childcare Provider*, Florence, MA Month/Year – Month/Year or Present

**SKILLS & INTERESTS**

**Language:** Spanish (beginner)

**Creative Software:** Adobe (Premiere, InDesign, Illustrator, Photoshop), Final Cut Pro, Final Cut Express, iMovie

**Computer:** Microsoft Applications (Excel, Word, PowerPoint & Outlook), Google Docs

**Social Media:** Twitter, Facebook, LinkedIn, Pinterest, Hootsuite, Snapchat, Google Analytics

**Interests:** Creating large-scale art murals, reading science-fiction