SAM SMITH

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# PROFILE

Current College Freshman seeks part-time, entry-level opportunity as an office assistant.

# EDUCATION

## *B.A. Candidate* | Eastern Washington University, Cheney, WA | Jun 2018 (expected)

Intended Major: International Affairs

## Xavier High School, Salem Center, NY | Jun 2014

Captain: Cross Country & Track, all-state honors; Secretary: Debate Team; National Merit Scholar

# EXPERIENCE

## *Assistant Race Director* | Salem Center 5k Run, Salem Center, NY | May 2013 – May 2014

* Plan events that draw 1000+ participants annually and raise $30,000 for local non-profit organizations.
* Direct registration process prior to and day of event.
* Create computer database and coordinate the efforts of 30 volunteers.
* Update and maintain website (www.websitename.com).

## *Volunteer* | Scott Summers for President Campaign, Boston, MA | Jun 2013 – Sep 2013

* Performed “Get-Out-The-Vote” activities including phone banking, canvassing, and writing letters.
* Staffed five campaign events

## *President* | Global Care Unlimited Club – Xavier High School, Salem Center, NY | Sep 2011 – Jun 2013

* Co- founded club to raise awareness of humanitarian crises.
* Led weekly club meetings and increased membership from 10 to 25 members.
* Organized conference that brought expert speakers to educate students on conflict in Darfur.
* Managed fundraising campaign that raised over $3,500 from the community to support medical care for Sudanese refugees.

# ACTIVITES

## Eastern Washington University

* Copy Writer, The Easterner, Fall 2014 – Present
* Peer Advisor, Asia University America Program, Fall 2014 – Present

## Xavier High School

* Captain, Cross Country & Track Teams, Fall 2013 – Summer 2014
* Editor, Yearbook, Fall 2012 – Summer 2014
* Chairperson, Student Government, Fall 2012 – Summer 2014

# SKILLS

Strong knowledge of Microsoft Word, Excel, Access, and PowerPoint

Familiar with Adobe Dreamweaver, Photoshop, Illustrator, and InDesign

Basic proficiency in Mandarin