

Mary E. Smith

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(999) 555-6666

PERMANENT ADDRESS

2207 South Main Street
Canyon, TX 79016

UNIVERSITY ADDRESS

340 N. Donahue Dr., Apt. 123
Auburn, AL 36830

OBJECTIVE

To obtain a Spring 2016 accounting internship

EDUCATION

Auburn University, Auburn, AL May 2014
Bachelor of Science in Business Administration
Professional Option: Accountancy
Major GPA: 4.0/4.0
Overall GPA: 4.0/4.0

Universidad de Salamanca Study Abroad in Spain, Summer 2013

EXPERIENCE

Starbucks Coffee, Auburn, AL May 2012 – Present

Barista

- Work 20 hours per week while maintaining full-time student status
- Provide prompt and courteous customer service to patrons
- Perform cash handling and cash register functions in an accurate manner
- Maintain a clean and safe work environment

Cary Woods Elementary School, Auburn, AL Spring 2011

Volunteer Spanish Tutor

- Assisted with an after school Spanish club for ten 4th and 5th grade students
- Organized weekly lessons and activities
- Taught basic vocabulary and conversation words

HONORS & ACTIVITIES

Gamma Delta Sorority Member	Fall 2010 – Present
• President	Spring and Fall 2013
• Social Chair	Spring and Fall 2012
Beta Alpha Psi Member	Spring 2013 – Present
Student Government Association Director of Hey Day	Spring 2013 – Present
Symphonic Band Clarinet Player	Fall 2010 – Spring 2011
Tiger Splashers Swimming & Diving Hostess	Spring 2012
Impact Alabama SaveFirst Tax Preparer	Spring 2013 – Present
First Baptist Church of Opelika Bible Study Leader	Spring 2012 – Present
Honors College Member	Fall 2010 – Present
National Society of Collegiate Scholars	Spring 2011 – Present
Auburn University Founders Scholarship Recipient	Fall 2010 – Present
Dean's List	Fall 2010 – Present

KEY SKILLS

Technical, self-starter, self-motivated, self-drive, and team-oriented
Very Proficient in Microsoft Word, Excel, Access, and PowerPoint

REFERENCES

Available Upon Request