

Polly Smith

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EDUCATION

Stevenson University, School of Humanities and Social Sciences

Stevenson, MD

Bachelor of Science, Public History, Minor: English

May 20xx

GPA: 3.5/4.0

RELATED EXPERIENCE

U.S. House of Representatives, Congressman George Washington

Washington, DC

Intern

May 20xx-August 20xx

- Responded to mail, phone calls and in-person inquiries for Sussex, Kent, and New Castle counties
- Directed U.S. Capitol tours for Maryland constituents
- Drafted media advisories, press releases, and social media posts to effectively communicate with the constituency
- Shadowed the congressman for a day and attended a house vote

LEADERSHIP EXPERIENCE

Republicans On Campus

Stevenson, MD

President

August 20xx-Present

- Oversee a student group of 100 peers in educating the student population about politics through speaker series and Getting Out the Vote events
- Conduct weekly meetings to ensure continuity of the organization and member participation

Mustang Activities and Programming

Stevenson, MD

Events Coordinator

August 20xx-Present

- Lead a panel of 5 students in organizing and planning events for the student body
- Manage the allotted budget and coordinate with other groups on campus

EXPERIENCE

Home Grown

Baltimore, MD

Server

November 20xx-Present

- Communicate with customers regarding orders and dining experience at a busy restaurant
- Train 4 servers in delivering effective customer service and communicating with restaurant personnel

SKILLS

Computer: Adobe Photoshop, Final Cut Pro, Microsoft Office (PowerPoint, Excel, Word)

Social Media: Facebook, Twitter, LinkedIn, Tumblr

Language: French (Conversant)