

# Mary L. Smith

*Address  
City, State Zip*

## EDUCATION

**Kennesaw State University (KSU)-Kennesaw, GA**

May 2015

Bachelor of Science, Human Services

Concentration: Nonprofit Administration

## EXPERIENCE

**Make-A-Wish Georgia-Atlanta, GA**

May 2014-Present

*Development Intern*

Assist the Development team with the planning, development and execution of Make-A-Wish special events

Provide support for the 17th Annual Tournament of Wishes held in May to raise funding for granting more wishes

Solicit sponsors for silent auction items for the Tournament of Wishes

**International Rescue Committee (IRC)- Atlanta, GA**

Aug. 2013-Dec. 2013

*Volunteer Coordination Intern*

Assisted refugee clients receive in-kind goods via the Resettlement Shop

Tracked in-kind donations in both donor database and client files

Assisted with outreach and recruitment efforts to community groups, students, and other organizations

Provided support to the Volunteer Coordinator to update client files with volunteer and resources information

Updated volunteer database

**KSU-Exercise Science Department-Kennesaw, GA**

Aug. 2012-May 2013

*Student Assistant*

Assisted faculty with special projects

Received inbound phone calls and direct to appropriate person(s)

Managed the department calendar

## CAMPUS & COMMUNITY INVOLVEMENT

Alive Ministries, Volunteer

Aug. 2014-Present

KSU-Human Services Major Club, Member

2012-Present

Mission Trip to New Orleans for Flood Relief Rebuilding

2007

LINK (Leaders in Kennesaw)

2012-Present

## AWARDS AND ACCOMPLISHMENTS

William H. Danforth Award

Deans List: 2012, 2013, 2014

Presidents List: 2012, 2013, 2014