

Penelope Smith

123-867-5309 | p.smith@gmail.com | linkedin.com/penelopesmith

Communication Strategist | Leader | Teammate

Education & Accolades

Bachelors of Arts in Communications | Minor in Management

May 2024

- Certificate: Leadership Studies
 - Dean's List
 - Scholarship Award – Awarded to student for high academic standing
- Marietta College, Marietta OH

Work History

Office Assistant Women's Soccer, Marietta College

August 2020 – Present

- Assist coaching in updating computer system with new and potential players.
- Retrieve weekly mail.
- Answer phone calls and fielded emails.
- Manage and organize team storage locker accounting for all team equipment and gear.

Trainer, Chick-Fil-A

December 2019 – January 2022

- Emphasize accuracy and customer service to create an enjoyable visit for guests.
- Train new employees including imparting advice from my own experience in the job.
- Complete an average of 80-100 orders a day.
- Communicate with fellow employees ensuring excellent customer experience.

Babysitter, Private Family

June 2021 – August 2021

- Build a trusting relationship with parents of children.
- Responsible for three children and four dogs and providing safe transportation to activities.
- Work with children to develop independent self-skills.

Opener/Closer, Subway

March 2019 – December 2019

- Responsible for exclusively opening and closing the store
- Train new employees and teach them proper procedures and food handling techniques

Leadership Experience

Marietta College, Women's Soccer

2021 – Present

- 2-year team captain
- Three-year varsity letter winner
- Academic All-OAC Honor, award based on GPA
- 2023 team Defensive MVP

Vice President of Academic Excellence, Sigma Kappa

November 2022 – December 2023

- Develop academic plans for women in the sorority and encourage them to maintain GPA

Representative of Student Body, Student Government Association

April 2021 – April 2023

- Collaborate with students from the freshman, sophomore, and junior class to improve campus life at weekly meetings