

Mary L. Smith

Address
City, State Zip
Email • Phone

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