

# Jane Smith

jsmith@stmary.edu

## *Campus Address*

4100 S. 4th Street, Unit #22  
Leavenworth, KS 66048  
(913) 682-5151

## *Permanent Address*

50 Hickory Oak  
Austin, TX 78737  
(512) 222-5555

## EDUCATION

### **University of Saint Mary**, Leavenworth, Kansas

Candidate for Bachelor of Arts in History; Minor in Global Studies, May 2008

- Presidential Scholarship Award Recipient
- Personally financing 30% of college tuition

### **McCullough High School**, Austin, Texas, May 2004

- Honors Diploma and National Honor Society
- Daughter of the American Revolution Award Recipient, May 2002
- Graduated top 10% of class

## WORK EXPERIENCE

### **Print Shop Assistant**

Office of Printing Services, University of Saint Mary, September 2003 – Present

- Assist in completing various print orders including anthology copyright and duplication, multiple color promotion materials and high volume photocopy orders
- Improved user friendliness of center by redesigning and updating the Copy Center Request Form
- Deliver finished publishing jobs to campus departments

### **Babysitter**, Austin, Texas, Spring 1999 – Spring 2003

- Caregiver to various families for children three through ten years of age

## COMMUNITY INVOLVEMENT

### **Kansas Reading Corps**, University of Saint Mary, Fall 2004

Reading Coach

- Conducted reading tutoring lessons for a 2<sup>nd</sup> grade student at Lansing Elementary

### **G.W. Bush Elementary School**, Austin, Texas, Spring 2002

Mentor/Big Sister

- Supported 3<sup>rd</sup> grade student by providing weekly classroom assistance with reading and math assignments and sponsoring after-class activities

## COMPUTER SKILLS

Familiar with MS Word, Excel, Power Point and Internet research applications