

John Smith

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EDUCATION

University of Silver Spring (USS), Silver Spring, MD

May 2014

Candidate for Bachelor of Arts

Major: English | Minor: Graphic Design

Overall GPA: 3.5/4.0

Relevant Coursework

Creative Writing; Literary Criticism and Theory; Advanced Grammar; Publication Design; Culture and Design; and Web Design

HONORS / AWARDS

Dean's List, 2011-2012 Academic Year, Spring 2010; **Dr. Martin Luther King Jr. Fund Scholarship,** 2010

EXTRACURRICULAR AND VOLUNTEER ACTIVITIES

Campus and Greek Life Publications (USS), Silver Spring, MD

September 2012 – Present

Writer; Graphic Designer

- Write articles highlighting activities and events
- Organize social media marketing for on-campus events
- Help coordinate with other organization to promote on and off campus events

Graphic Design Club (USS), Silver Spring, MD

October 2011 – May 2012

Web Designer

- Created and designed flyers and promotional hand-outs for on-campus events; and assisted in developing web pages for on-campus groups and departments

Homecoming Committee (USS), Silver Spring, MD

Fall 2011

Special Events Coordinator

- Coordinated and managed core event planning for programs, special events, meetings and receptions

Upward Bound Program, Washington, DC

Summer 2011, Summer 2012

Mentor

- Tutored students in reading and math skills; counseled students on how to apply for college and scholarships; helped coordinate college campus visits

Student Media Association (USS), Silver Spring, MD

October 2010 – May 2011

Mentor

- Planned fundraising events to raise capital for new computers, software and supplies
- Raised over \$2,000 via local businesses and established partnerships to sponsor future events

SKILLS

Technical: Proficient with Windows & Mac OS; Microsoft (Word, PowerPoint, Access, and Outlook); Adobe Photoshop and InDesign; iMovie; WordPress

Languages: Fluent in Spanish; conversational in French