

Charlotte Smith

422 W Common St, Chicago IL 60605

773-299-2240 ~ csmith@gmail.com

Education

University of Illinois at Chicago (UIC), Expected May 2018

Bachelor of Arts in Psychology and Bachelor of Science in Biological Sciences (dual degree)

Minor in Managerial Skills

Cumulative GPA: 3.62/4.0, Member of Honors College, Dean's List: 3 semesters,

Study Abroad: Krakow, Poland, Jagiellonian University, May 2016

Coursework in Polish, Polish Literature/History, Polish Film

RELEVANT COURSEWORK

Animal Behavior, Project Management, Organizational Behavior (IP), Learning and Conditioning (IP)

RELATED EXPERIENCE

Contract Animal Care Giver, Adams Family Pets, Rock Falls, IL. 2005-Present

- Feed household pets twice daily (2 cats and a dog) for neighborhood contracts
- Socialize animals and maintain clean eating and bathroom areas
- Walk dog for an hour every day for exercise and travel to dog park to engage in socialization time

General Office Aide, Office of the Vice Chancellor of Research, Chicago, IL. 2014 – Present

- Answer front desk phone calls by directing them to the appropriate employee
- Distribute mail for office employees daily for efficient delivery
- Scan documents of employee credit card receipts monthly
- Gather supplies such as, pushpins, name badges, and pens for biyearly forums with 500 or more people
- Make tent cards for conferences with names and credentials or types of sandwiches
- Deliver documents to other departments every two months such as paying for parking passes

PROFESSIONAL EXPERIENCE

Assistant, PNC, Polo, IL. 2015-2017

- Worked with machines that wound wire and mold plastic around wire parts
- Assembled 500 parts daily for hydraulics in Vehicles

SPECIAL PROJECTS

Student Ambassador, Trade Winds, Chicago, IL. 2014 – Present

- Participate in a semester long program where domestic students are paired with international students to show international students around Chicago

LEADERSHIP EXPERIENCE

Treasurer, Donate by Design, University of Illinois at Chicago, 2015 – Present

- Delegate budget by monitoring the expenses of each meeting and supplies for each craft
- Make handmade crafts that are donated to other organizations that help sexual abuse and rape victims

Service Leader, UIC Service Leaders, University of Illinois at Chicago, 2015 – 2016

- Participate in a year-long program that trains students to lead volunteer groups on UIC Day of Service
- Volunteered at multiple organizations such as Animal Anti-Cruelty Society, making dog toys; Japanese Community Center, cleaning the building; and Cornerstone Community Outreach, cooking food, cleaning the building, and organizing the retail shop
- Collaborated with coordinators to set-up a volunteer event at the Japanese Community Center on UIC Day of Service

SKILLS

Computer: Microsoft Office; Word, PowerPoint, Excel

Language: Fluent in Spanish

Social Media: Twitter, Instagram, and LinkedIn