

Mary L. Smith

*Address
City, State Zip*

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