

# MIKE SMITH

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**OBJECTIVE** A position in program development/administration for an international nonprofit organization

**EDUCATION** **Villanova University**, Villanova, PA  
Bachelor of Arts in Political Science (May 2005)  
Minor: Spanish  
Computer Skills: Corel, Microsoft Word and Access, PageMaker, Internet, HTML  
  
**School for International Training**, Morocco (Spring 2001)

## INTERNATIONAL EXPERIENCE

**Administrative Assistant**, International Visitors Center, Philadelphia, PA Fall 2004

- Prepared travel itineraries for foreign visitors to Philadelphia
- Inventoried supplies and established system for monitoring and recording them
- Edited several publications and worked with printers to meet deadlines
- Performed general clerical duties

**Study Abroad Participant**, School for International Training, Morocco Summer 2004

- Directly immersed into Moroccan culture
- Involved in intensive French language skills training
- Participated in seminars on Moroccan culture and a two week homestay experience
- Learned and utilized techniques for field study

**Independent Study Project**, Agadir, Morocco Summer 2004

- Conducted in-depth study of tourist development in Agadir, Morocco
- Worked under supervision of Moroccan Chief of Public Relations
- Independently established contacts with the Ministry of Investments and Statistics

### International Travel/Languages

- Traveled to Morocco, Egypt and most European countries
- Have lived in 10 of the United States and visited 32
- Fluent in Spanish and skilled in conversational and written French

## ADDITIONAL EXPERIENCE

**Blue Key Society Member**, Villanova University, Villanova, PA 2002-Present

- Gave weekly tours to prospective students and parents
- Organized and participated in major campus events
- As publicity chair, increased campus awareness of services through posters and press releases

**Volunteer Tutor**, Villanova, PA 2002-Present

- Tutored local economically disadvantaged child in reading and math
- Served as mentor and role model

**Salesperson and Customer Service Representative**, Carroll Reed, Simsbury, CT 2002-Present

- Assisted customers with merchandise selection
- Handled up to \$5,000 per day in transactions
- Trained new employees