

Jane Smith
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Education

Massachusetts College of Liberal Arts (MCLA); North Adams, MA May 2018
Major: English/Communications; Minor: Psychology
GPA: 3.0 [or above]

Relevant Experience

North Adams Press; North Adams, MA Jan 2018-Present
Intern

- Research events and actions of local governments in Berkshire County, MA
- Attend local government meetings and record important conversations, controversial issues, and related judgements
- Organize and present information to lead political reporter for North Adams Press
- Copy-edit related articles

MCLA Writing Studio; North Adams, MA Aug 2016-Present
Writing Tutor

- Trained in appropriate learning and development styles for college students
- Interact with diverse population of tutees
- Apply expert knowledge regarding effective writing, gained from both personal experience and classroom training
- Engage students one-on-one and in groups
- Ensure confident writing skills for students of all majors

Other Experience

North Adams Drug Store; North Adams, MA May 2015-Present
Shift Supervisor

- Manage evening shift in collaboration with assistant manager
- Train new employees on customer service, taking inventory, and acquiring knowledge of store products and services
- Supervise front-end employees to ensure effective and friendly communication with customers, as well as accuracy of financial transactions
- Calculate and record cash register balances before and after each shift

Achievements and Volunteerism

- North Adams Community Scholarship
- English/Communications Department Honors
- MCLA Academic Scholarship
- Habitat for Humanity