**EDUCATION**

**Mary Smith**

(868) 679-1234 Email: mary\_smith@gmail.com

*School:* UWI, 69 Blue St., *St. Augustine*

*Permanent:* #44 Black St, Couva

**University of the West Indies** ––– Sc.B. in Applied Mathematics-Economics Graduated: May 2021

* Current Courses: Principles of Economics, Calculus 1, Management of Industrial & Nonprofit Organizations, and The Digital World

**Crystal High School** ––– High School Diploma Graduation: June 2018

* Private High School in Couva
* Valedictorian

**EXPERIENCE**

**Welch + Co.** August 2015 – May 2016

*Internship at an I.T. Consulting Firm* Port-Of-Spain

* Learned how to code in SQL and wrote queries to extract and input customer data
* Managed inventory of computer supplies and miscellaneous office supplies
* Researched job listings and contractors to assemble project teams
* Rebooted the network weekly for wireless/wired connection efficiency

**Bread &Butter Products** August 2012 – June 2015

*Internship at a Manufacturing Company* Chaguanas

* Billed companies and entered orders into our system
* Reviewed invoice submissions for errors and filed them when finalized
* Directed phone calls and answered customer questions
* Guided and attended entering guest and customers

**LEADERSHIP AND ENGAGEMENT**

**University of the West Indies, Student Guild** September 2016 – Present

*General Body Member UWI*

* Participate and learn about professional development and networking opportunities.
* Sourced sponsorship opportunities to support Guild activities.

**MEChA** September 2016 – Present

*General Body Member* Brown University

* Discuss various issues that affect students at U.W.I.
* Explore the political and cultural concepts that make up our U.W.I. community.

**Junior Achievement** August 2014 – May 2016

*President* Crystal High-School

* Managed over all the departments of our student-ran company
* Scheduled and lead weekly meetings
* Evaluated past tasks and set future goals with the departments

**SKILLS**

**Software**

* Microsoft Suite: Proficient in Excel, PowerPoint, Word, and Outlook
* Adobe Suite: Proficient in Photoshop and Illustrator
* SQL: Beginner in Oracle SQL

**Languages**

* Spanish

**HONORS AND AWARDS**

Mani Rajmohan Scholar––*August 2017* Mission Award of Excellence––*June 2017* Employee of the Month––*April 2017*