

Suzie Smith

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Summary of Qualifications

- Excellent leadership skills and training
- Possess communication and interpersonal skills in facilitating group cohesion
- Ability to work on multiple projects, successfully meeting deadlines and surpassing expectations

Education

University of Nebraska at Omaha (UNO), Omaha, NE

Bachelor of Science in Communication Studies, GPA: 3.7

Graduation Date: May 2017

Emphasis: Interpersonal Conflict Resolution, Minor: Psychology

- Susan Buffett Scholarship Recipient (Full Tuition)
- Dean's List (Five Semesters)
- Chancellor's List (Four Semesters)
- Lambda Pi Eta Honor Society

Related Work Experience

Academic and Career Development Center, UNO, Omaha, NE

August 2016 – Present

Communications Assistant

- Communicate directly with employers wanting to attend UNO Career Fairs hosted on campus
- Approve employer submissions while creating receipts or invoices depending on payment submission
- Verify on PayPal that payments have been submitted to ensure accuracy
- Process check and credit card payments while being proactive with employers and staying organized

Maurice's, Omaha, NE

May 2014 – Dec 2016

Assistant Manager

- Screened applications during initial interview process and conducted in person interviews with applicants
- Trained new employees and existing team members when new standards were implemented
- Designed and promoted new ideas to market the business as well with portraying new fashion trends easily for customers to see
- Demonstrated excellent customer service, sales and merchandising skills making sure customers are satisfied

Thompson Learning Community Omaha, NE

August 2013 – May 2014

Peer Mentor

- Proactive in helping first-year students overcome obstacles and provide insight they can relate with
- Co-taught a weekly first year experience seminar with 10 students
- Organized and planned monthly events to encourage the students to make connections with each other and other students on campus

Involvement

- Secretary, Lambda Pi Eta Academic Honor Society
- Raised money for Relay for Life at UNO

May 2015 – May 2016

December 2013-December 2015