

RACHEL SMITH

Street, City, Zip Code • email • preferred phone number

EDUCATION

Bachelor of Arts in Psychology

Expected: May 2019

Spring Arbor University, Spring Arbor, MI

- Current GPA: 3.6

WORK EXPERIENCE

Research Experience for Undergraduates (REU)

June 2018 – August 2018

Western Michigan University, Kalamazoo, MI

- Researched with a psychologist who specializes in Alzheimer's care
- Recorded details on clinical sessions and organized them in excel
- Consolidated the data into a written academic paper
- Presented the research in a final symposium to peers and faculty at WMU via power-point

Assistant Manager

August 2018 – Present

Jackson Coffee Company, Jackson, MI

- Promoted a culture of authenticity, respect, dignity, and integrity
- Facilitated quality in store operations and customer experience
- Developed employee professional growth and development for shift leaders and baristas
- Hosted and recruited musicians for Open Mic Night events
- Created marketing plans for special sales and promotions

Study Group Tutor for Introduction to Psychology

September 2017 – May 2018

Spring Arbor University, Spring Arbor, MI

- Encouraged students to build confidence in academic ability
- Incorporated analogies for understanding at the beginning of class lectures
- Worked through example problems on the board in a class-like setting

Store Clerk

Meijer Department Store, Jackson, MI

June 2015 – August 2017

- Assisted in training new Meijer employees in the deli department
- Worked in a fast-paced environment, often with limited staff
- Greeted customers and worked alongside other employees
- Organized individual customer and large event catering orders

VOLUNTEER EXPERIENCE

Volunteer Hospice Companion

September – December 2014

Grace Hospice, Jackson, MI

- Provided compassionate and comfortable quality end-of-life care to patients
- Assisted patients and their families with basic care needs around the home

Kids Hope Mentor

September 2012 – June 2013

Spring Arbor Free Methodist Church, Spring Arbor, MI

- Mentored a 4th grader weekly
- Helped her with reading and math
- Established a relationship of trust providing opportunities of sharing personally