

Marilouise R. Smith

Permanent Address and Phone
6115 S. Range Rd.
North Judson, IN 46366
(219) 896-3508

Current Address (until 5/10/2000)
Indiana State University
Rhoads Hall 6th floor RA
Terre Haute, IN 47809
(812) 237-7126

JOB OBJECTIVE: A position as a project coordinator for a successful firm, using demonstrated skills in event management and planning, handling multiple tasks, and interpersonal skills.

EDUCATION: Indiana State University Terre Haute, Indiana (1997-Present). Major in Business Administration. Areas of concentration include Management Information Systems, Insurance, and Finance. Expected graduation date is May 2000.

A.S., in Business Administration, Ancilla College Donaldson, Indiana (1995-1997).

Certificate in Accounting from, Ancilla College Donaldson, Indiana (1995-1997).

Diploma, North Judson-San Pierre High School, North Judson, Indiana (1991-1995).

WORK August 1999-September 1999: Security Guard at Deer Creek, Skills included inspecting people's actions and personal property at the front gate. While inside inspecting tickets to make sure people are in the right seats, and also inspecting patrons actions.

June 1998-Present: Resident Assistant for Rhoads Hall Indiana State University, Terre Haute, Indiana. Skills include being able to work well in a group setting, time management, being able to be flexible at anytime, and leadership experiences through interactions with residents.

September 1995-Present: Qualified Medical Assistant & Certified Nurses Aide Wintersong Village Nursing Home, Knox, Indiana. Skills include being able to successfully distribute medication to residents as prescribed by their doctor, care for and help assist with day to day patient care needs.

June 1996-August 1997: Security Guard Indiana Beach, Monticello, Indiana. Skills include patrolling parking lots in order to insure safety of cars and patrons, inspecting patrons actions in parking lots and around other cars, patrons, and other company facilities.

**SPECIAL
SKILLS:**

Computer Experience in Cobol Programming, C++ Programming, Simulation, Power Point, WordPerfect, Data Processing, and Microsoft Office 1997. Other skills include interpersonal, and communication skills as evidence by Resident Assistant position, and as a 4-H leader.

**HONORS AND
ACTIVITIES:**

Resident Assistant Position, Summer 1998-Present. Skills include being able to work well in a group setting, time management, being able to be flexible at anytime, and leadership experiences through interactions with residents.

Treasurer of RHA (Residential Hall Association), at the Present time. Skills include organizing the checkbook and other accounts.

Treasurer, Historian, Pledge Class Helper, & Member of Delta Sigma Pi (Professional Business Fraternity), 1997-Present. Skills include organizing the fraternity's check book and other accounts, organizing the fraternity's scrapbook, taking pictures, and listening and helping out with possible new members.

Secretary of Alpha Phi Omega (National Service Fraternity), at the Present time. President of Alpha Phi Omega's pledge class, spring 1999. Skills include taking notes during chapter meetings, running meetings; organizing activities and other pledge programs and service events.

Jay Mints 4-H Club Leader, 1995-Present. Skills include interpersonal and communication along with organization and task oriented.

REFERENCES:

Available upon request.