

# AMELIA SMITH

111 University Drive, Winchester, VA 22601

(540) 111-2222 | [suemail@su.edu](mailto:suemail@su.edu)

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## OBJECTIVE

To obtain a position as Small Business and Entrepreneurship Manager at Loudoun County

## EDUCATION

**Bachelor of Business Administration – Entrepreneurship**  
Shenandoah University, Winchester, VA

Anticipated: May 2017  
Cumulative GPA: 3.2

## PROFESSIONAL EXPERIENCE

### Student Assistant

Not Just For Women's Center, Shenandoah University

September 2015 – Present

Spiritual Life Office, Shenandoah University

August 2014 – May 2015

Intercultural Programs, Shenandoah University

August 2013 – May 2014

- Served as a student leader for the beYOUtiful Campaign
- Coordinated Women's Mentor Brunch for Women's History Month
- Managed up to 10 volunteers per dinner with Hungry Hearts Salvation Army
- Facilitated fundraising events for Winchester Area Temporary Thermal Shelter (WATTS) totaling over \$6,000

### Resident Assistant

August 2014 – Present

Office of Residence Life, Shenandoah University

- Mentored 26 first-year female residents and managed conflict resolution situations
- Collaborated with six staff members to provide a safe environment
- Maintained personal and hall budget for programmatic initiatives

### Leadership Staff

May – August 2015

Bahamas Methodist Habitat, Eleuthera, Bahamas

- Processed personal record information such as health forms, flight information, food allergies, transportation, and general camper profiles
- Led a team of 60 to 70 campers ages 15 to 72 years old per week
- Coordinated with Agape Flights for work supplies and camp resources

## LEADERSHIP EXPERIENCE

Young Life

August 2011 – Present

Wednesday Night Live Worship Team

August 2013 – Present

Big Brothers Big Sisters

January – December 2014

## PROFESSIONAL DEVELOPMENT

Young Life Committee Leader Weekend – Rockbridge

April 2013, 2014, 2015

International Student Leadership Conference – James Madison University

April 2014, 2015

## MISSION EXPERIENCE

Bahamas Methodist Habitat

- Team Leader
- Team Member

December 2014

January 2013