

Courtney Smith

Objective: A life long learner, seeking an opportunity to share my love of education with the future leaders of America.

EXPERIENCE

Practicum, University of Mary, Bismarck, ND

- Will-Moore Elementary, Spring 2021, 2nd Grade
- Cathedral Elementary, Fall 2021, 5th Grade

Target, West Saint Paul, MN/ Bismarck, ND — *Guest Advocate*

June 1, 2020 - PRESENT

- Provide exceptional guest experiences
- Process guest transactions, such as returns and purchases
- Manage front end break schedules, including covering a variety of roles as needed

Nanny, Private Family, Eagan, MN

May - September 2021 - Summer Position

- Monitored the activities and safety of four children (ages: 11, 9, 7, and 16 months)
- Planned crafts, games, and fun outings
- Prepared meals and snacks

Kids R.O.C.K, Inver Grove Heights, MN — *Room Assistant*

June - September 2019- Summer Position

- Supervised large groups (25+) of school aged children
- Collaborated with other employees to lead activities including swimming, capture the flag and library trips

EDUCATION

University of Mary, Bismarck, ND — *Bachelor of Science Degree in Elementary Education (In Progress)*

September 2018- April 2022

Saint Agnes High School, Saint Paul MN — *High School Diploma*

September 2014 - June 2018

- 4 year varsity soccer
- 2 year varsity basketball
- 4 year participant in spring musical
- 4 year band member

SKILLS/CHARACTERISTICS

First Aid Certification

MS Office Suite

Outgoing personality

Natural leader

Sensitive to the needs of others

COMMUNITY INVOLVEMENT

Saint Annes Mission

Weekend, Belcourt, ND

Girl Scout (10 years)

Altar Serving (9 years)

Pro-Life Club (4 years)

Church Fall Festival

Volunteer (6 years)

