

# SHELBY RAE MATHIS

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## OBJECTIVE

To seek a full time position in the health education field.

## EDUCATION

Bachelor of Science May 2014  
The University of Alabama, Tuscaloosa  
Major: General Health Studies  
GPA: 3.2/4.0      Major GPA: 3.8/4.0

## SKILLS

Persistent, excellent writing and journalism skills, communicates and works well with others, positive and outgoing attitude.

## RELEVANT EXPERIENCE

**Intern**, Beautiful Health Mentor Program, January 2014- May 2014  
The University of Alabama, Tuscaloosa, Alabama

- Conduct health education lessons & classes to middle schools in the community
- Mentor middle school aged girls on mental, social, physical, & spiritual health

**Student**, The University of Alabama, Fall 2013  
HHE 467 Design Evaluation of Health Promotion

- Conduct and organize a survey among college campus students at the university regarding drugs, alcohol, and tobacco
- Record and organize data collected from the surveys to create and implement a plan to focus on alcohol, drugs, and tobacco prevention

**Student**, The University of Alabama, Spring 2014  
HHE 468 Practical Applications in Health Community & Promotion

- Developed a social marketing campaign among incoming college freshman and transfer students on safe sex and STD prevention
- Implemented and evaluated the social marketing campaign among college students and prepared the program's budget and action plan

## WORK EXPERIENCE

**Runner**, February 2012- Present  
Turner & Webb, P.C., Tuscaloosa, Alabama

- Managed office errands such as bank deposits, delivered legal documents to the courthouse and other law firms, and ran attorney's personal errands
- Filed motions and other important documents with the court
- Organized and filed away legal documents and files
- Conduct day to day operations such as greeting clients, answering the telephone, and office work such as faxing, copying, and scanning.

**Summer Service Crew Worker**, June 2011- August 2011  
RockTenn Paper Corp., Demopolis, Alabama

- Control day to day office duties in the Engineering Department such as copying, faxing, scanning, and answering the telephone

- Cutting grass, weed eating, cleaning and organizing warehouse supplies

**Runner**, August 2010- November 2010

Paula Watkins Law Office, Tuscaloosa, Alabama

- Oversee personal and office errands
- Organized office files and data
- Supervise operations such as greeting clients and answering the telephone

## **HONORS**

Dean's List Spring 2013

President's List Summer 2013

Dean's List Fall 2013

Phi Sigma Theta National Honor Society

## **COMPUTER SKILLS**

Windows, Microsoft Office Excel, Access, Word, PowerPoint, WordPerfect, Web Design, iMovie

## **VOLUNTEER EXPERIENCE**

2014 Tuscaloosa Half-Marathon

2013 Tuscaloosa Half-Marathon

2011 Metro Animal Shelter Tornado Relief