**Maggie Smith**

**123.456.7890**

**damemaggiesmith@gmail.com**

**EDUCATION**

**University of Texas, Austin, TX** Projected Graduation: May 2026

* Bachelor of Arts in English
* Completed courses include Technical Writing, Marketing, and Communications

**TECHNICAL SKILLS**

* Adobe Photoshop; Microsoft Word, Excel, Outlook, and Publisher; basic video editing
* HTML and CSS; Social media

**EXPERIENCE**

**Perry–Castañeda Library, The University of Texas at Austin, Austin TX**

*Front Desk Worker*Sept 2018- Dec 2018

* Assisted customers by checking out reserve material and media devices to students and faculty
* Provided excellent customer service to patrons and answered telephone queries
* Demonstrated specialized showing room and multimedia equipment knowledge

**Brazos County District Attorney’s Office, Bryan, TX**

*Intern*May 2018-Aug 2018

* Served as an assistant to prosecutors, investigators, and secretaries in the District Attorney’s office
* Gained experience working in an office environment making copies, scanning documents, making phone calls
* Researched cases to compile a Family Violence Case Database for the Victim Assistance Coordinator using Excel

**VOLUNTEERING AND LEADERSHIP**

**Bryan Museum, Galveston, TX** Feb 2016-Present

*Volunteer*

* Provided support to museum staff and visitors as a volunteer for five months.