

Nora Smith

Isla Vista, CA | 669-255-9086 | norsmith025@gmail.com

EDUCATION

Abraham Lincoln High School

High School Diploma, GPA: 4.2

- Organizations/Awards: Academic Honors List, Student of the Month

San Jose, CA

Graduation Date: June 2021

Portland State University

BS in Environmental Science, GPA: 3.85

- Organizations/Awards: Honors Program, Dean's List

Portland, OR

September 2021 - June 2022

University of California, Santa Barbara

BS in Environmental Studies

- DAPi Honors Society

Goleta, CA

Graduation Date: June 2025

WORK EXPERIENCE

Eufrazia School of Ballet

Assistant Teacher

- Guided children aged 2-13 through both basic mobility practices to more advanced technique
- Substitute taught when needed
- Maintained a positive, fun learning environment for all students
- Helped determine when students were ready to move up levels in difficulty
- Directed rehearsals and classes with groups of 5-18 varying in age (from 3yrs-16yrs)
- Had regular communication with children's parents regarding studio schedule and important dates
- Formed meaningful bonds with all of the children and families I worked with
- Assisted in managing annual summer programs

San Jose, CA

June 2015 - September 2020

Starbucks

Barista

- Served popular food and customized beverages to 100-150 customers/shifts
- Studied menu items and different customization options to give recommendations to patrons
- Maintained a clean and organized workspace
- De-escalated potential conflicts
- Upheld local and federal Covid-19 policies to ensure customer and employee safety
- Coached new employees in both front and back of house procedures

San Jose, CA & Portland, OR

November 2019 - December 2021; June 2022 - September 2023

Deschutes Brewery

Hostess

- Maintained clean environment in the dining spaces
- Welcomed 200-600 patrons/shift with high energy
- Memorized table map quickly and adapted to consistent map updates using OpenTable
- Assisted in opening and closing procedures
- Used strong communication to provide seamless interactions with both customers and fellow employees
- Organized and stocked merchandise for front of house display; took stock in back of house

Portland, OR

February 2022 - May 2022

Nestledown Therapeutic Riding Center

Camp Counselor

- Assisted in morning routines to ensure child safety around the animals
- Organized activities to educate children (aged 4-15) about equine safety
- Educated and guided groups of 10-12 children through barn practices
- Maintained communication with parents about the activities for the day

Los Gatos, CA

June 2023 - July 2023

SKILLS

Proficient in R | Proficient in ArcGIS | Organization | Google and Microsoft Suites | Experience in Miradi