

**Janet A. Smith**  
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### **Summary of Qualifications**

- Strong communication skills evidenced through teaching, facilitating and club leadership
- Strengths in problem solving and generating creative solutions
- Skilled in coordinating and implementing projects and events
- Enthusiastic, dependable and resourceful; can be counted on to get the job done

### **Experience**

#### **Communication & Leadership**

- As a Student Service Facilitator, served as the liaison between the school and students to provide information and answer questions on student life and, academic and administrative requirements.
- As an executive board member of Alpha Gamma Sigma Club (AGS), prepared minutes, made announcements and provided timely information on marketing and community service events.
- Supervised AGA club officers to ensure duties were carried out to achieve club goals; actively promoted the club through fliers and at fairs and other events.
- Developed an advertising campaign and promotional materials to recruit new club members for Women's Empowerment Club.
- As a Peer Youth Group Leader, organized weekly planning meetings and small group sessions for a group of 15 – 20 participants. Created ice breakers and led groups to enhance spiritual growth.
- Taught softball and soccer to kids (ages 6 – 13). Demonstrated game techniques; observed and coached players to enhance their physical development.

#### **Design, Problem Solving and Creativity**

- Developed and implemented three innovative fundraising events. Coordinated with administration to get necessary permits. Collaborated with club members to implement and staff the events. Promoted the events through campus, social media and print channels.
- Used Sketch-up to design and build a cyber-nomad work space. Used a 3-D modeling program to create a model of a pond embankment for a class project.
- Created an on-the-spot competitive sports activity for over 20 kids when the planned activity was not feasible.
- Designed interactive, fun and structured learning activities and play environments at sports camp and childcare.

#### **Community Service & Physical Skills**

- Participated in a house construction project in aftermath of Hurricane Katrina. Painted interiors and exteriors.
- Observed and assisted journeyman tile setter to set tile for bathrooms, kitchens and home projects.
- Prepared, plated and served food for the homeless; evaluated and organized new and used clothing donations for St. Anthony's Foundation in San Francisco.
- Participated in community gardening; weeding, planting and tending.

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### Work History

Student Services Facilitator	Diablo Valley College (DVC)	2016 – Present
Sports Camp Instructor	UC Berkeley Youth Sports Camp	Summer 2015 - 2017
Cashier/Barista/Catering	Diablo Valley and Mills College	2015 – 2016

### Club & Community Service Experience

Co-president & Officer	Women's Empowerment Club, DVC	2016 – Present
Secretary/Volunteer	Alpha Gamma Sigma Club	2016 – Present
Volunteer	Campus Clean Up and Volunteer Day	2010 – 2014
Peer Leader/Volunteer	Christ the King Church	2010 – 2014

### Education

Diablo Valley College	General Education/Transfer (4.0 GPA)	2015 – Present
Mill College, Oakland	General Education	2015 – 2016
College Park High School	Diploma	June 2015

### Additional

Sports: Played soccer and softball for over 15 years, ran cross country and track & field for three years during high school

Software: Proficient in MS Office Suite, Sketchup and Adobe Photoshop