

## **Matthew Smith**

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### **Academic Information**

Southern Utah University, Cedar City, Utah

*2011-Present*

- History B.A. in Ancient Greek and French
- Sociology minor
- 3.3 GPA (Expected GPA by graduation: 3.7)
- Senior (115 credits)
- Expected graduation date: Spring 2017

Canyon View High School, Cedar City, Utah

*Class of 2011*

- Graduated with honors

### **Work Experience**

**Online Admissions Assistant-Southern Utah University**

*2015-Present*

- Recruited and admitted over 100 students for Bachelors, Masters, and Certification programs within year one
- Published promotional materials for the university press and website
- Organized charts, graphs, and spreadsheets for general and inter-office use
- Promoted Graduate and Undergraduate programs at student and professional events
- Trained staff and promoted leadership/talent
- Built marketing plans for the College of Graduate and Continuing Studies
- Attended professional conferences to further knowledge of SUU programs
- Ran and recruited the Master of Music Technology admissions program
- Coordinated with departments, administrators, and other SUU personnel to expedite student information, troubleshoot, and collaborate on innovative solutions to student problems
- Worked extensively with students to foster a collaborative and productive admissions process – this included academic advisement, workshopping, and hands-on assistance with tools like the Canvas Online system
- Facilitated a “one-stop-shop” atmosphere by continuously learning about academic programs and administrative functions
- Proficient with BMI, Degree Works, Internet Native Banner, and Self-Serve Banner

**Customer Service Manager-Walmart**

*2011- 2015*

- Assisted and interacted with customers
- Administered dozens of personnel
- Utilized basic accounting skills
- Lead and coordinated teams
- Created and executed action-plans
- Worked full-time while attending SUU full time and maintained a GPA over 3.0

### **Educational Activities**

**Graduate-Level Research – SUU EDGE Project**

*2015-2016*

- Studied and translated Ancient Greek at the Vatican Archives
- Conducted advanced research on an author in Italy and France
- Learned archival, paleographic, and historiographic skills
- Worked one-on-one with a mentor Professor on advanced research

- Details are here: <http://matthewsmithut.wixsite.com/procopius>

**SUU Philosophy Club***2015-2016*

- Planned events
- Organized and contributed to discussions of philosophic issues
- Generated ideas for club functions, leadership, and educational programs
- Worked in booths for charity/promotional events

**Phi Alpha Theta-History Honor Society***2016-Present*

- Coordinating projects and events
- Participated in events and functions
- Fulfilled requirements for membership

**Alpha Kappa Delta-Sociology Honor Society***2016-Present*

- Assisting with projects and events
- Fulfilled requirements for membership

**SUU Center for Women and Families Volunteer***2012-2013*

- Organized events
- Created promotional materials
- Worked effectively with small teams to complete tasks
- Put in over 100 hours of service in two semesters

Languages

- Fluent in English
- Proficiency in French
- Can translate Ancient Greek and Latin

Special Skills and Recognition

- Can use all Microsoft Office applications
- Possesses advanced computer hardware and IT skills
- Member of MENSA
- SUU Dean's List for the 2015-16 academic year
- Has Utah State Alcohol License
- Trained and presented with Professor Kirk Fitzpatrick's Greek Reading Group, translating Plato and Aristotle

Paper conferences

- Presented 'The Virtue of Aristotle's Politics' at the 2015 SUU Sigma Tau Delta Humanities Conference, Cedar City, Utah