# Sara Smith

West Chester, PA (484) 000-0000 ss000000@wcupa.edu

#### **EDUCATION**

West Chester University, West Chester, PA (May 2021)

**Bachelor of Arts: History** 

Minor in French

Organization for Autism Research Scholarship, 2019 - Present

Delaware County Community College, Media, PA (May 2019)

Associate of Arts, Liberal Studies, Cum Laude.

Adults with Autism Scholarship, 2017 - 2019 President's Honor Roll: Spring 2017, Fall 2018

#### **EXPERIENCE**

Pennsylvania Veterans Museum, Media, PA (Summer 2018 and 2019)

## Museum Technician Volunteer

- · Provided hospitality and education tours for field trips and visitors
- Maintained knowledge of the displays, gift store items and sales
- Wrote and designed information display boards
- Assisted with installing, arranging, and preparing artifacts for exhibition, ensuring the artifacts' safety

Iron Hill Brewery, Media, PA (June 2016 - July 2018)

## **Take-Away Server**

- Provided great customer service to curb-side patrons
- Served food to individuals outside of a restaurant environment
- Maintained clean working environment

#### **PRESENTATIONS**

- Autism Awareness Day panel discussion, April 2019
- PA Community on Transition Conference presentation, July 2018

## **CAMPUS INVOLVEMENT**

History Club, West Chester University, September 2019 – Present French Club, West Chester University, September 2019 - Present Best Buddies Volunteer, DCCC, September 2017 – May 2019

Vice President, January 2019 - May 2019

- Coordinated member schedules
- Arranged a campus fundraiser