

ELLEN SMITH-MARSTON

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Current Address

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Permanent Address

3009 Mountain Dr.
Boulder, CO 80305
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EDUCATION

Colorado College, Colorado Springs, CO

May 2019

Bachelor of Arts, Major: Undeclared

GPA: 3.91

Honors: Dean's List, 2015 – 2016

The Boulder School, Boulder, CO

June 2015

GPA: 3.85

Honors: The Wellesley Book Award for a young woman who demonstrates academic distinction

Hugh O'Brian Youth Leadership Award for excellence in leadership

Dedication to the Arts Award

EXPERIENCE

Teachers' Assistant in the Infant and Toddler Rooms

Sep. 2015 – Present

Colorado College Children's Center, Colorado Springs, CO

- Assist teacher with classroom activities with 3 different age groups
- Promote and supervise independent learning time

Member

Sep. 2015 – Present

ALERT, Washington Elementary School, Colorado Springs, CO

- Tutor class of 25 elementary school students in reading and writing
- Recruit and organize over 20 volunteers
- Collaborate with teachers and school administrators to ensure program success

Office Assistant

Summer 2014, 2015

Land Title Guarantee Company, Boulder, CO

- Performed administrative tasks including copying, filing, and sending faxes
- Updated all office files into electronic format

President of Fairview High School Chapter

Sep. 2013 – May 2015

Red Cross Youth Corps, Boulder, CO

- Organized and participated in community service projects benefiting the homeless, the elderly, and children from underprivileged families
- Worked one-on-one with community members to organize fundraising events
- Received Total Commitment Award for Leadership presented by The American Red Cross, received June 6, 2011

SKILLS AND CERTIFICATIONS

Beginning Chinese

Advanced proficiency with Microsoft Word, Excel, PowerPoint, Front Page

Adult First Aid/CPR/AED, Infant/Child CPR Certified