

ELLEN SMITH-MARSTON

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EDUCATION

Colorado College, Colorado Springs, CO May 2024
Bachelor of Arts, Intended Majors: English and Education
GPA: 3.49
Dean's List Recipient Fall 2022 – Present

Fairview High School, Boulder, CO June 2020
GPA: 3.85
Awards:

- The Wellesley Book Award for a young woman who demonstrates academic distinction
- Hugh O'Brian Youth Leadership Award for excellence in leadership

WORK EXPERIENCE

Teachers' Assistant, Colorado College Children's Center Sept. 2022 – Present
Colorado Springs, CO

- Teach lessons for children ranging from 6 weeks to 5 years of age to enhance their learning.
- Assist teachers in creating weekly lesson plans and maintaining a safe classroom environment.
- Promote independent learning time for children by offering different toys and activities.
- Monitor children during outdoor activities and interact with the children to foster community.
- Follow daily and weekly cleaning schedule to guarantee all interactive areas are sanitary and safe.
- Work with teachers to maintain communication with parents and contact parents in emergency situations.

Office Assistant, Land Title Guarantee Company Summer 2021, 2022
Boulder, CO

- Provided comprehensive administrative support for a team of 10 professionals so the office ran smoothly.
- Transitioned all office files into electronic medium which resulted in 100% file accessibility.
- Answered the phone and took messages to share with correct individuals for quality customer service.

Tutor/Mentor, ALERT, Washington Elementary School Oct. 2021 – March 2022
Colorado Springs, CO

- Tutor elementary school students in reading and writing for them to understand their assignments.
- Recruit volunteer tutors from high school to grow the network of peer support tutors.
- Create schedules of volunteer tutor's hours to record every mentor's hours of work.
- Arrange transportation to the school as needed so students arrived to school on time.
- Collaborate with teachers and school administrators to fulfill program's success.

LEADERSHIP EXPERIENCE

President of Fairview High School Chapter, Red Cross Youth Corps Sept. 2019 – June 2020
Boulder, CO

- Organized over 30+ community service projects for parents and children from underprivileged families
- Received Total Commitment Award for Leadership from The American Red Cross in May 2020

SKILLS

Advanced proficiency with Microsoft Office, Excel, and PowerPoint