

ELLEN SMITH-MARSTON

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3009 Blue Mountain Ct.
Boulder, CO 80305

EDUCATION

Colorado College, Colorado Springs, CO May 2023
Bachelor of Arts, Intended Majors: English and Education GPA: 3.49

Fairview High School, Boulder, CO June 2019
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
- Dedication to the Arts Award

EXPERIENCE

Teachers' Assistant Sept. 2019 – Present
Colorado College Children's Center, Colorado Springs, CO

- Conduct age appropriate activities for children ranging in age from 6 weeks to 5 years of age; assist teachers in creating weekly lesson plans and maintaining a safe classroom environment.
- Promote independent learning time; monitor children during outdoor activities and interact with the children to enhance their learning.
- Follow daily, and weekly cleaning schedule ensuring all interactive areas are sanitary and safe.
- Work with teachers to maintain communication with parents and contact parents in emergency situations.

Tutor/Mentor Oct. 2019 – Present
ALERT, Washington Elementary School, Colorado Springs, CO

- Tutor elementary school students in reading and writing; create activities to enhance learning.
- Recruit volunteer tutors, create schedules, and arrange transportation to the school as needed.
- Collaborate with teachers and school administrators to ensure program success.

Office Assistant Summer 2018, 2019
Land Title Guarantee Company, Boulder, CO

- Provided comprehensive administrative support for a team of 10 professionals with attention to detail, adaptability, and minimal direct supervision.
- Transitioned all office files into electronic medium, resulting in file accessibility 100% of the time even when staff is outside of the office.

President of Fairview High School Chapter Sept. 2018 - June 2019
Red Cross Youth Corps, Boulder, CO

- Organized and participated in 30+ community service projects benefiting homeless, elderly, and children from underprivileged families
- Received Total Commitment Award for Leadership from The American Red Cross on June 2019

SKILLS

Limited working proficiency in Arabic
Advanced proficiency with Microsoft Office, Excel, and PowerPoint