

# JANE SMITH

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## EDUCATION

- **University of Michigan**, Ann Arbor, Michigan April 2011  
*Dual Bachelor of Arts—Political Science and French (Honors Distinction in French)*  
*Minor—International Studies with a focus on International Economics and Development in Africa*
- **Study Abroad: Institut d'Études Politiques**, Aix-en-Provence, France January-June 2010  
Studied French language, government, and culture in semester-long, full immersion program  
Lived with a French host mother and attended a weekly dinner with a Franco-Algerian family

## HONORS AND AWARDS

- University of Michigan Honors 2008-2011
- Center for European Studies- European Union Center Scholarship 2010
- Center for International and Comparative Studies Internship Scholarship 2009
- Vincenti Study Abroad Scholarship for Studies in the Romance Languages 2009
- Brown Students of the World Scholarship 2008, 2009

## RELEVANT HEALTH SECTOR EXPERIENCE

**AmeriCorps** Anytown, WA  
*Community Outreach Coordinator* September 2012 – July 2013

- Assisted in chronic-care home visits in under-served communities.
- Lead team of six in community service project to rehabilitate health clinic waiting room.
- Interpreter for Spanish speakers on health education and case management.
- Prepared case studies on livelihood and illnesses of community members.
- Collaborated on HIV/AIDS prevention training for over 30 women.

**Anywhere Pharmacy** Anytown, WA  
*Pharmacy Technician* July 2012- August 2012

- Provided efficient and effective client care; pre-filled insulin syringes and prepared IVs.
- Compounded creams and suspensions for use on specific nursing home patients.
- Required attention to detail and broad knowledge of over 200 of most commonly used medications.

**Anywhere Health System** Anytown, WA  
*Pharmacy Technician Intern* June 2012-July 2012

- Prepared IVs for medical use; input and maintained drug database.
- Monitored and maintained medication levels in Emergency Room Accu-dose machine.
- Demonstrated thoroughness and attention to detail in filling outpatient prescriptions and inpatient medication orders.

**Community Health Care** Anytown, WA  
*Interpreter/Scheduler* June 2011 -September 2011

- Provided interpretation services between staff and patients (Spanish/English).
- Facilitated client access to broad range of clinical services.
- Scheduled appointments and maintained appointment records.

**Anywhere General Hospital** Anytown, WA  
*Unit Secretary* June 2009-October 2009

- Independently handled information requests for doctors and nurses in ICU.

- Maintained patient charts; filed reports and test results; scheduled lab work.
- Transcribed doctor's orders and managed patient admits.
- Required cultural sensitivity and a commitment to confidentiality in dealing with diverse health issues.

**Anywhere General Hospital**

*Support Partner*

Anytown, WA

*December 2007-June 2008*

- Provided safe, clean environment for delivery of patient care in Primary Care Unit (PCU) within a 400-bed hospital.
- Utilized attention to detail skills in inventorying and stocking patient care supplies for the department.

**VOLUNTEER & LEADERSHIP EXPERIENCE**

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**Amnesty International**

*Board Member (3 hours/week)*

Ann Arbor, Michigan

September 2009-April 2011

- Planned outreach events and public awareness campaigns
- Wrote letters to heads of state on behalf of persons jailed without cause or fair trial

**Anywhere Community House**

*Adult Literacy Tutor (15hrs/week)*

Anytown, WA

January 2010-May 2010

- Tutored students preparing for GED exams in reading, writing, and math.
- Taught algebra necessary for college entrance exams and general living skills.
- Demonstrated patience and flexibility in aiding and supporting under-educated adults to improve basic reading and writing skills.

**Global Intercultural Experience for Undergraduates**

*Student Intern (4 weeks)*

Ann Arbor, Michigan

May 2009-September 2009

- Traveled to Delhi, India to work for the Hope Project, a non-profit which works to combat urban poverty in a Muslim neighborhood in Delhi and presented trip findings at a university-wide symposium

**SKILLS**

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- **Computers:** Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- **Languages:** Fluent Spanish (oral and written with 25 credit hours up to 300 level)
- **Certified:** American Red Cross CPR & First Aid (2013)
- **Trainings:** Project Proposal/Grant Writing workshop (2012); Budgeting/Finance workshop (2013)