

# Margaret Smith

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## OBJECTIVE

To obtain a community-based work-study position in which I can serve the community while gaining real-world experience that will assist me in my studies and my career goal of becoming a high school soccer coach.

## EDUCATION

January 2015 to present

San Antonio College

Total hours attained: 18; GPA 3.2

Area of Concentration: Education

Career goal: Coach high school soccer and teach history

May 2014

Jackson High School, Class of 2014

## EXPERIENCE

Sept 2016 to May 2017

ABC Social Services of San Antonio

Accounting Assistant (federal college work-study)

As a federal work-study student, I worked with this agency under the supervision of the CFO, assisting with accounting responsibilities including: reconciling client accounts, greeting clients who arrived to discuss their accounts, overseeing the monthly mailing of statements and setting up new accounts for new clients.

May 2014 to January 2015 Sonic Drive-In

Car-Hop

Served customers, maintained the restaurant and grounds

## LEADERSHIP, RECOGNITIONS and COMMUNITY SERVICE

2015

Provided 30 hours of service to the Food Bank through my church

2010-2014

Played high school soccer; played on varsity team as a freshman

2012-2014

Developed and maintained high school webpages for soccer coach

## ADDITIONAL TRAINING/EDUCATION

2016 2 hours

Alamo Colleges Community-Based Federal Work-Study Program

Developing a Competitive Edge in the Job Market: Resume Peer Review

2016 4 hours

Alamo Colleges Community-Based Federal Work-Study Program

Success in Today's Workplace as a Knowledge Worker

## OTHER SKILLS

Familiar with Microsoft Office: Word, PowerPoint, Excel

Can navigate all forms of Social Media

Experience in developing and maintaining webpages

## HOBBIES

Following social media

Playing soccer