CHRISTY JENN
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To Whom It May Concern,

I am contacting you in regards to work and volunteer opportunities available in your office. Based on my personal and work experience with international education, a Bachelor of Fine Arts, and a sincere passion for supporting students I believe I can make an admirable attribute to your program.

With my position as Student Services Advisor at the American Institute for Foreign Study Partnership Programs in Florence (AIFS) I have experience coordinating, organizing, managing and scheduling diverse events and cultural activities. Additionally, at AIFS I advised students daily from simple daily living questions to helping students with learning and/or mental disabilities. I have experience at AIFS as a tour manager for weekend and day trips. At AIFS and California Lutheran University I have experience as a graphic designer; I designed several booklets, posters, brochures, magnets, and other marketing-supporting materials. As an English Teacher with Helen Doron Early English I prepared independently educational content for several different courses, supporting materials and maintained communication between clients and managers. I excel in organizational and managerial skills from my work experiences with diverse universities and teaching experiences.

I studied abroad with California State University International Programs in Florence (CSUIP Florence) for two years, 2006 – 2008. In addition to my classes with CSUIP Florence, I took painting and intaglio courses at the Accademia di Belle Arti di Firenze. My studies in Florence and at San José State University, concentrated on Italian, art history, and fine arts. During the academic school years 2006/2007 and 2007/2008 I received the honor of Deans Scholars for the College of Humanities and the Arts. I graduated with a Bachelor of Fine Arts in Pictorial Arts with a minor in Italian and supporting classes in art history.

Please take the time to review my attached resume. I thank you in advance for your time in reviewing my resume and I look forward to meet you in order to discuss in more detail my candidacy for this open position.

Best regards,

Christy Jenn Smolenski

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- Work, study and volunteer experience with international education
- Experience in coordinating, planning and managing
- Quick to learn and adapt to new situations and environments

WORK EXPERIENCE

American Institute for Foreign Studies Partnership Programs in Florence, Italy
Student Services Advisor
January 2012 - present | Florence, Italy
- Advised students in regards to medical matters, departure, pre-departure, intercultural activities, every day living, cultural adjustment and more.
- Provided emergency services which included the responibility of an 24 hours emergency phone and responding to various situations as they arise.
- Tour Manager for student's day and weekend trips through out Italy.
- Coordinated and planned receptions, cultural activities, trips, guided tours, museum visits, hotel reservations, and more.
- Designed various documents including handbooks, business cards, flyers and more.
- Initiated and designed a new handbook for the students, upgrading the design and making it more user friendly.

Helen Doron
English Teacher
February 2011 - January 2012 | Campi Bisenzio, Italy
- Taught English as a second language to children from 19 months to 9 years old.
- Prepare and create games, activities, art projects and other materials that support learning in an engaging, natural and active approach.
- Plan and prepare lessons for five different course levels.
- Key mediator between clients and managers, attending to contracts, payments, inquiries and class scheduling.

California Lutheran University | Study Abroad Center
Office Assistant and Graphic Designer
March – September 2010 | Thousand Oaks, California
- Advised students in all aspects of studying abroad including: pre-departure to returned students inquires, financial, educational, and cultural aspects.
- Translated documents to and from English and Italian.
- Researched several different projects in support of international education.
- Designed posters, brochures, magnets and other marketing supporting materials.

Buenaventura Art Association | Harbor Village Gallery
Gallery Director of Harbor Village Gallery
October 2009 – September 2010 | Ventura, California
- Wrote several press releases for solo artists exhibits and various events.
- Coordinated and managed volunteer members.
- Coordinated exhibits, events, workshops and more.

LANGUAGE SKILLS

- Mother Tongue: English
- Fluency: Italian
- Knowledge: Spanish

PROFESSIONAL SKILLS

- Excellent communication skills and teamwork skills.
  - Experience addressing large and small groups.
  - Teamwork skills developed working with coworkers in the office, on trips and with projects.
  - Great customer service skills by attaining over 95% recommendations on customer evaluations.

- Efficient coordination and organizational skills.
  - Coordinated and managed student's weekend trips of up to 60 participants.
  - Experience planning and organizing cultural activites, trips, receptions and more.
  - Great problem solving skills.
  - Skilled at prioritizing and time management.

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WORK EXPERIENCE...

Celebrations of the Arts
Art Teacher
April – June 2010 | Ventura, California
- Taught basic Native American sand painting and art history to children in grades kindergarten to fourth grade.

Young Rembrandts
Art Teacher
September 2009 – March 2010 | Newbury Park, California
- Taught basic art skills to elementary school children.
- Lessons focused on line, form, composition, perspective, color and shading.

VOLUNTEER EXPERIENCE

California State University International Programs in Florence
Volunteer for Connie Perkins, Student Services Administrator
November 2010 – January 2012
- Offer assistance with needed filing and organizational aspects to the office.

Ventura High School
Art Teacher Assistant
February – March 2010
- Assisted art teacher in a multicultural high school art class.
- Instructed students in addition to helping with class management and organization.

NAFSA: National Association for International Educators
Career Center Volunteer
May 26 – 29, 2009 Annual Conference in Los Angeles, California
- Assisted participants with the NAFSA's Career online site.
- Assisted in workshops held throughout the week.

Study Abroad Office at San José State University
Study Abroad Volunteer
Various dates throughout September 2008 – May 2009
- Volunteered at various events to help inform students about study abroad possibilities, destinations, and specializations.

EDUCATION

San José State University
Bachelor of Fine Arts in Pictorial Arts emphasis in Painting
Minor in Italian and supporting classes in Art History
May 2010

Deans Scholars for the College of Humanities and the Arts
San José State University
Scholastic Year 2006/07 and 2007/08

California State University International Program in Florence
Studio Arts, Art History, Italian language, culture and history.
August 2006 – May 2008

Accademia di Belle Arti di Firenze
Painting with Professore Borella
Intaglio with Professoressa Contardi
September 2006 – June 2008

COMPUTER SKILLS

- Experienced knowledge of Microsoft Office:
  - Word - Excel
  - Access - Outlook
  - PowerPoint
- Skilled knowledge of Adobe Creative Suite:
  - In Design
  - Photoshop
  - Illustrator
- Knowledge of
  - Constant Contact
  - File Maker Pro
  - Citrix
- Fluent working on Windows and Mac Operating Systems

REFERENCES

Connie Perkins
Student Services Administrator
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