

Andrew Smigowski

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Education:

Mount St. Mary's University

Bachelor of Arts in English, minors in creative writing and history, 3.03 GPA

Emmitsburg, MD
August 2015 - May 2019

Work Experience:

York Golf & Tennis Club

Retailer and Dishwasher

- Managed the concession shack, selling and stocking food and goods
- Washed dishes and prepared meals in the kitchen
- Aided wedding functions as needed

York, ME
May 2017 - Present

Mount St. Mary's University, Rev. Msgr. Hugh J. Phillips Library

Library Assistant

- Managed the library and its various resources
- Operated printers, copiers, scanners, and computers throughout the library
- Organized and inventoried university's literature collection
- Assisted faculty, staff, and students as needed

Emmitsburg, MD
January 2017 - May 2019

Mount St. Mary's University, Information Technology Support Center

IT Technician

- Provided technological expertise as needed
- Repaired broken devices for both faculty and students
- Provided general technology and media assistance
- Assembled and dismantled technology for campus-wide multimedia presentations and events

Emmitsburg, MD
August 2015 - May 2016

Literary Experience:

Lighted Corners Literary and Arts Magazine

Staff Editor and Contributor

- Helped determine which works would be accepted into the magazine
- Revised and edited submitted poems for contributing authors
- Attended weekly performance and assignment meetings with other editors
- Aided staffers with publishing and content

Emmitsburg, MD
October 2017 - May 2019

The Mountain Echo Newspaper

Staff Writer and Contributor

- Wrote bi-weekly articles for University newspaper
- Collaborated with other staff writers via weekly meetings
- Worked with section editors to develop content

<http://msmecho.com/author/asmigowski/>

Emmitsburg, MD
January 2017 - May 2019

Honors, Affiliations, and Activities:

- Presidential Scholarship, Mount St. Mary's University
- Defenseman of the Year, University Ice Hockey Team
- Published in university's literary magazine
- Red Cross and Wounded Warrior Project volunteer

July 2015 - May 2019
April 2017, April 2018
April 2018, April 2019
September 2015 - May 2019

Skills:

Adept at operating many technological devices; Proficient in all applications of Microsoft Office and Google Suite; Conversational in Spanish; Skilled creative writer; Extensive knowledge of history, pop culture, and the entertainment industry; Excellent writing, copywriting, editing, copyediting, communications, and proofreading skills