

Andrew Smigowski

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Education

Mount St. Mary's University
Bachelor of Arts in English, minors in creative writing and history, 3.01 GPA

Emmitsburg, MD
August 2015 - May 2019

Work Experience

Starbucks

Barista and Barista Trainer

Salem, NH
June 2021 – Present

- Crafting drinks and preparing food for customers
- Ensuring cleanliness and that food safety standards are met
- Connecting with customers from all backgrounds and demographics
- Training new hires, ensuring that they find both comfort and success in their new roles

Tutor.com

English and College-Level Essay Writing Tutor

Remote Position
September 2019 – April 2022

- Tutored students across a range of elementary to graduate school
- Reviewed and proofread undergraduate and graduate-level essays
- Ensured that assignments comply with MLA, Chicago, AP, or APA style
- Guided ESL students toward a stronger understanding of the English Language

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

Library Assistant

Emmitsburg, MD
January 2017 - May 2019

- Managed the library and its various resources; re-shelved books
- Organized and inventoried university's literature collection
- Ran the front desk; answered phones and in-person queries

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

IT Technician

Emmitsburg, MD
August 2015 - May 2016

- 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
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Literary Experience

Lighted Corners Literary and Arts Magazine

Staff Editor and Contributor

Emmitsburg, MD
October 2017 - May 2019

- 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

The Mountain Echo Newspaper

Staff Writer and Contributor

Emmitsburg, MD
January 2017 - May 2019

- Wrote articles for university newspaper
 - Collaborated with other staff writers via weekly meetings
 - Worked with section editors to develop content
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Honors, Affiliations, and Activities

- Presidential Scholarship, Mount St. Mary's University
July 2015 - May 2019
 - Red Cross and Wounded Warrior Project volunteer
September 2015 - May 2019
 - Starbucks Greener Apron Ambassador; Starbucks Coffee Master
April 2022
 - Starbucks Partner of the Quarter
May 2022
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Skills

Adept at operating many technological devices and applications; Expert understanding of Microsoft Office and G Suite; Conversational in Spanish; Extensive knowledge of history, social trends, pop culture, and the entertainment industry; Excellent writing, copywriting, editing, copyediting, communications, research, and proofreading skills