

**Caleb J. Smith**  
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**OBJECTIVE:** To obtain a Summer internship that will expand my knowledge of Law and help prepare me for my future in Law or political process on a state or federal level.

**QUALIFICATIONS:**

- Excellent research, writing and presentation skills
- Adapts adequately to new environments and thrives executing multiple projects at the same time
- Dependable and hardworking
- Strong foundation in the areas of American Government, Constitutional and Administrative Law and Public Administration
- Team player and able to work well independently
- Extensive experience working with Microsoft Office (Word, Powerpoint, Excel) and Apple's Pages and Keynote

**EDUCATION:**

**Bachelor of Science in Political Science/Business Finance**  
University of North Georgia, Dahlonega, GA  
Expected graduation date December 2018

**Relevant Coursework**

American Government, Judicial Processes, American Constitutional Law, Business Management, Public Administration and Criminal Justice

**WORK EXPERIENCE:**

**05/2014 to Present MANGIA - Cumming, GA**  
Kitchen Management

- Responsible for timely and accurate orders through management of kitchen staff
- Provided top customer service
- Worked with restaurant owner to provide updates and suggestions on kitchen efficiency

**CAMPUS INVOLVEMENT:**

- Developing a presentation about political ideology's affect on the way individuals view patriotism for the 22nd Annual Research Conference for the University of North Georgia
- Restarted and current president of the University of North Georgia -Dahlonega chapter of the College Republicans
- Treasurer of the Political Science Student Association.
- Administrator for the University of North Georgia Pre-Law Society
- Involved in "Cross-fire", a weekly debate over different political issues.
- Captain of intramural flag football, basketball, golf, and inter-tube water-polo.