

# Katelyn B. Smith

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## Work Experience

### GRACE FELLOWSHIP CHURCH

*Children's Pastor*

- Planning a coordinating services for children's ministry each week.
- Organizing events and trips.
- Overseeing a team of 15 volunteers, distributing teaching materials and designating work for them.
- Marketing and social media.

LONDON, KENTUCKY

October 2017 – Present

*Administrative Assistant*

- Managing phone calls from the public
- Filing bills and receipts
- Maintaining and updating an information database
- Organizing board meetings

August 2017 – Present

*Maintenance*

- Make sure all bathrooms, classrooms, and office are clean before services each week.
- Vacuum, empty trash, sweep, mop, clean windows, dusting
- Notify managers concerning the need for major repairs or additions to building operating systems.

October 2017 – Present

### OFFICE OF CONGRESSMAN HAROLD ROGERS

*Congressional Intern*

- Organized daily press clips and sent them to the Congressman and all staff
- Constituent services: conducting Capitol tours, answer phone calls, recorded sentiment on issues
- Drafted floor statements, inter-office memoranda
- Organized office space

WASHINGTON, D.C.

January 2019 – April 2019

### SOMERSET COMMUNITY COLLEGE

*Advising Center Receptionist*

- Helped students register or drop classes in the office or on the phone
- File and maintain records
- Collect, sort, distribute, or prepare mail
- Schedule appointments and maintain and update appointment calendars.

LONDON, KENTUCKY

August 2017 – May 2018

*C.A.R.E. Peer Mentor*

- Going into first year classes (such as ENG 101, and remedial reading courses)
- Answering questions about campus locations and online resources
- Answering students emails about upcoming assignments.
- Taking notes during class for students who were absent.

August 2017 – May 2018

### SONLIGHT CHRISTIAN PRESCHOOL

*Teacher's Aide*

- Organize and supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Take class attendance and maintain attendance records.

LONDON, KENTUCKY

May 2016 – May 2017

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## Education

### UNIVERSITY OF KENTUCKY

*Bachelors in Sociology*

- Participated in WildCats at the Capitol internship program during junior year

LEXINGTON, KENTUCKY

May 2020

### SOMERSET COMMUNITY COLLEGE

*Associates in Arts*

- Leadership Award in Phi Theta Kappa
- Leadership Award for Peer Mentoring
- Service Learning Award

LONDON, KENTUCKY

May 2018