

# Joanna Smith

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## EDUCATION

Clarion University of Pennsylvania, Clarion, PA 16214  
Master of Science, May 2007  
Major: Communication Technology

Clarion University of Pennsylvania, Clarion, PA 16214  
Bachelor of Arts, May 2005  
Majors: Speech Communication and Theater  
Overall QPA: 3.78/4.0      Speech Communication QPA: 3.7/4.0      Theater QPA: 3.8/4.0

## GRADUATE ASSISTANTSHIP

Career Services, Clarion University, Sept. 2005 – May 2007

- Coordinator, Mock Interview program, conducted 75+ interviews as of 12/07
- 50+ classroom presentations on Academic and Career Support programs (ACES)
- Programs developed and presented:
  - “Tame the Job Interview BEAST”- interview skills program
  - “Let Us Predict Your Future,” Clarion University Wellness Fair April 2006, 2007
  - “Who wants to be an EM-PLOY-\$\$”- job search skills for graduates

## INTERNSHIP

Career Services, Clarion University, Clarion, PA, Sept. 2004-Dec. 2004

- Conducted mock interviews
- Critiqued resumes
- Presented career information in classrooms and residence halls

## CIRRICULUM HIGHLIGHTS

Communication Consulting, Independent Study, September 2005

- Created and presented a 2-hour time management workshop
  - Client –EADS Engineering Group, Strattanville, PA –PowerPoint presentation

Business and Professional Speaking/Reproduction Graphics, September 2005

- Team project – created and presented a business improvement plan
  - Client –“The Wing King”, Clarion, PA –PowerPoint presentation

## HONORS AND ACTIVITIES

Dean’s List. Clarion University – 8 Semesters

Zeta Phi Eta, Honorary Speech Communication Fraternity

Speech Communication Department Scholarship, Fall 2005

APICS, American Society for Production and Inventory

RACS, Returning Adults and Commuting Students

- Creator and coordinator, “Random Acts of Kindness Week” Sp. 2004

## **FIELD RELATED EXPERIENCE**

**Career Aide**, Redbank Valley High School, New Bethlehem, PA 1995-1996

- Conducted aptitude tests
- Assisted students in gathering career facts
- Facilitated student goal setting sessions

**President**, Redbank Valley Adults Concerned for Teens, New Bethlehem, PA 1992-1998

- Created, organized, and presented Self-Esteem Week

**Youth Retreat Leader**, Erie Diocese, Erie, PA

- Created, organized, and presented youth retreats, 1995-1998

**Presenter**, Worldwide Marriage Encounter, Erie, PA, 1992-2002

- Wrote and delivered presentations to 15-25 couples

**Presenter**, Marriage Preparation Program, Diocese of Erie, Erie, PA 1992-1999

- Wrote and delivered presentation to 20-30 couples

**Demonstrator**, Redbank Valley area, New Bethlehem, PA 1995-1997

- Presented original herbal demonstrations to area schools and organizations

## **SKILLS**

### **Organizing and Planning**

- Conceptualized and developed Self-Esteem Week, Redbank Valley High School, New Bethlehem, PA 1998-1999
- Created and organized Random Acts of Kindness Week, Clarion University, Sp. 2001
- Organized youth retreats, Diocese of Erie, Erie, PA 1999-2000
- Organized area marriage enrichment workshop for 60 couples, Clarion, PA, 1997

### **Presenting**

- Delivered marriage enrichment presentation, Worldwide Marriage Encounter, Diocese of Erie (25-30 couples), 1994-1997
- Gave original herbal demonstrations to various school and civic organizations in New Bethlehem area, 1994-1997
- Delivered marriage preparation information to area engages couples, Immaculate Conception Parish, Clarion, PA (25-40 couples/session) 1994-1997

### **Interpersonal Communication**

- Helped high school students chart and plan career paths
- Assisted developmentally disabled adults with daily living skills
- Served as foster parent to several teenagers
- Conducted mock interviews for students and adults
- Hosted/parented 20+ international, sports camp, and inner city students

## **VOLUNTEER WORK**

New Choices / New Images, Clarion, PA 2005-present

- Conduct mock interviews, adults returning to work force

Judge, Zeta Phi Eta Speech Invitational, 2003-2004