
PROFESSIONAL RESUME

Samantha Smith

CONTACT



www.linkedin.com/in/samantha-smith-529a56231



samsmithdesigns.com



East Lansing, MI

PROFILE STATEMENT

Recent college graduate with experience in customer service, administrative support, and collaborative team environments. Dependable, organized, and quick to learn new skills, with a strong work ethic and a commitment to providing excellent customer service in fast-paced settings.

EDUCATION

ASSOCIATE OF APPLIED ARTS, GRAPHIC COMMUNICATION

Lansing Community College

July 2026

ASSOCIATE OF ARTS, GENERAL EDUCATION

Lansing Community College

July 2026

CERTIFICATE OF ACHEIVEMENT, GRAPHIC DESIGN

Lansing Community College

July 2026

CORE SKILLS

- Adobe Creative Cloud
- Brand Identity
- Creative Problem Solving
- Time Management
- Customer Service
- Communication
- Team Collaboration

WORK EXPERIENCE

Lansing Community College

STUDENT EMPLOYEE - FRONT DESK

MAY 2024 - AUGUST 2026

Provided friendly and professional assistance to students, faculty, and campus visitors by answering questions, managing phone calls, and directing individuals to appropriate resources. Performed administrative tasks including data entry, filing, scheduling, and document management while maintaining an organized and welcoming front office. Collaborate with staff to ensure efficient daily operations and excellent customer service.

Kelley Cawthorne / Catalyst Association Management

GRAPHIC DESIGN INTERN

JUNE 2026 - AUGUST 2026

Designed print and digital marketing materials for a variety of client associations, including agendas, posters, social media graphics, and style guides. Collaborated with project managers to create designs that aligned with brand standards, managed multiple projects simultaneously, and prepared production ready files while meeting deadlines in a professional environment.

Chipotle Mexican Grill

CREW MEMBER

JULY 2020 - APRIL 2024

Provided excellent customer service in a fast paced, high volume restaurant by preparing food, and maintaining cleanliness and food safety standards. Worked collaboratively with team members to ensure efficient operations, quickly adapted to changing priorities, and consistently contributed to a positive experience for both customers and coworkers.