

KELLY SMITS

Washington, DC • kellysmits@gmail.com • 920-615-4609

EDUCATION

American University, School of International Service
BA in International Studies

Washington, DC
Expected May 2018

- Focus on Nuclear Disarmament and Nonproliferation
- Minor in French Language

Sciences Po Saint-Germain-en-Laye
Academic Year Abroad

Paris, France
August 2016 - May 2017

HONORS

- GPA: 3.69/4.0 (Present)
 - Frederick Douglass Scholarship: Fall 2014 - Present
 - School of International Service Dean's List: Spring 2015, Spring 2017 - Present
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EXPERIENCE

Arms Control Association (ACA)
Communications, Media, and Marketing Intern

Washington, DC
November 2017 - Present

- Drafting and copyediting material for the monthly publication *Arms Control Today*
- Creating and uploading engaging social media content
- Maintaining and leveraging contacts for journalists, embassies/missions, and experts within a database
- Helping prepare for and organize ACA public and private events

ReThink Media
Peace and Security Intern

Washington, DC
February 2016 - August 2016

- Created engaging social media content about the latest news related to the Pentagon budget and nuclear weapons issues
 - Curated a press list of 150+ journalists and reporters for the 2016 Nuclear Security Summit
 - Generated profiles of journalists and reporters from various media outlets for a database
 - Researched and compiled a press kit for the Fissile Materials Working Group press kit distributed to 80 organizations
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ADDITIONAL WORK

Dessange Paris
Receptionist

Chevy Chase, MD
October 2017 - Present

- Booking appointments for clients over the phone and in person in both French and English
- Processing payments and assuring clients are being charged for the correct services
- Keeping the front end of the salon clean and organized; restocking merchandise whenever necessary
- Mitigating conflict when clients are dissatisfied with their experience

Green Bay Packaging, Inc.
Ink Room Technician/Summer and Holiday Help

Green Bay, WI
June 2014 - January 2017

- Assisted in weekly cleanup and maintenance of the machines to keep them in operating condition
 - Cleaned the plant in preparation for BRC Food Safety Certification
 - Reviewed order lineups for machines in the Printing department and mixed required ink colors using a computerized blending system
 - Set up and operated machines in the Specialty/Finishing department and configured bales of finished product to be sent to the Shipping department
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SKILLS

Languages: French (advanced written and spoken)

Computers: Drupal/CiviCRM; HTML; MailChimp; Microsoft Word, Excel, PowerPoint, and Outlook; Facebook, Twitter