

**BRIAN W. SMITH**  
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## **EDUCATION**

M.A. Communication, Marist College, 2006  
Concentration: Organizational Communication & Leadership

B.A. Speech Communication, Ithaca College, 2005  
Minor: Writing

## **EXPERIENCE**

**E-structor** May 2007 to date  
SMARTHINKING, Washington, DC

- Review and analyze students' written works
- Help students to identify patterned writing errors
- Encourage students to build and develop their writing skills

**Service Coordinator** February 2007 to date  
Peek'n Peak Resort & Spa, Findley Lake, NY

- Plan and detail weddings and corporate events
- Coordinate banquet event orders, accommodations and recreational needs
- Meet with prospective clients, conduct site inspections and draft contracts
- Oversee implementation on the day of the event

**Front Desk Clerk** August 2005 to August 2006  
Poughkeepsie Grand Hotel, Poughkeepsie, NY

- Assist guests with concierge services
- Perform clerical duties including: reservations, checking guests in and out, creating reports and managing the gift shop

**Front Desk Clerk** Summers 2001-2005  
Anchorage by the Sea, Ogunquit, ME

- Assist guests with concierge services
- Perform clerical duties including: reservations, checking guests in and out and creating reports

**Staff Writer** May 2004 to August 2004  
Sanford News, Sanford, ME

- Began as a summer intern and was promoted to staff writer
- Investigated and reported numerous local news stories for each weekly issue
- Interviewed individuals in government, private businesses, and nonprofit agencies
- Monitored news media outlets in Maine and New Hampshire

## **LEADERSHIP**

**International Trustee**  
2005-06 Board of Trustees, Circle K International

- Served as a counselor to the Michigan, New Jersey, and Ohio Districts
- Led phone conferences and traveled to various clubs/districts to meet with student leaders and to discuss on-going issues and to strategize solutions
- Headed the Public Relations Ad-hoc Committee which designed and began implementation of a communication plan

**District Governor**

2004-05 New York District Board, Circle K International

- Planned and delivered several conferences and large-scale service projects
- Worked closely with Club and District Officers from across New York State
- Managed a District Budget of \$25,000
- Planned a statewide Day of Service at eight locations across New York State
- Received the Distinguished District award for the 2004-05 administrative year

### **District Kiwanis Family Chairperson**

2002-03 New York District Board, Circle K International

- Developed a statewide partnership between all clubs in the Kiwanis Family of New York State to work alongside the Alzheimer's Association of New York to combat Alzheimer's Disease
- Delivered presentations at major conferences and events
- Created promotional flyers and documents regarding Alzheimer's Disease

### **PROFESSIONAL DEVELOPMENT**

Specialization Certificate in Food & Beverage Management

American Hotel & Lodging Association

Expected Completion: June 2008

### **SKILLS**

Microsoft Office Delphi

InnFinity

InnQuest

Springer Miller

### **AWARDS & HONORS**

- Lambda Pi Eta (National Communication Honor Society), 2004
- Outstanding Circle K Club President, 2003
- Outstanding Circle K District Committee Chair, 2003
- Teen of the Year, 2001
- Eagle Scout, 1999

*References are available upon request.*