

Synethia Diamonique Mathews

81 Kilburn Street • West Point, MS 39773

662-295-9000 • smathew1@okramail.deltastate.edu

OBJECTIVE:

Talented freshman student ready to obtain a job working with Delta State's GIT Center that will help me strengthen and utilize my skills in technical applications and the geospatial community.

EDUCATION:

2018-Present	Delta State University <i>Bachelor of Business Administration</i> Major: Computer Information System and Finance Certification: Geospatial Analysis and Intelligence Anticipated Graduation: Class of 2023	Cleveland, MS
---------------------	---	----------------------

WORK EXPERIENCE:

2018-Present	Delta State University- IRC <i>Instructional Resources Center-Student Assistant</i> <ul style="list-style-type: none">• Demonstrate excellent customer service and communicatory abilities in interactions with various parties, to include patrons, co-workers, management• Efficiently and accurately complete assigned tasks (e.g., shelving books, assisting with book searches, etc.)• Assist other academic/administrative departments on campus	Cleveland, MS
---------------------	--	----------------------

RELATED WORK EXPERIENCE: VOLUNTEER OR PAID

2018	Prairie Arts Festival <i>Train Refurbishment</i> <ul style="list-style-type: none">• Applied primer and paint to refurbished trains	West Point, MS
2018	Read to Learn, Learn to Do <i>Assistant Teacher</i> <ul style="list-style-type: none">• Communicated with children, grades 1-4; assisted with arts and crafts• Escorted students to and from the bus lane, per safety policies• Supervised on field trips	West Point, MS
2017-2018	West Point High School <i>Office Assistant</i> <ul style="list-style-type: none">• Distributed mail to faculty mailboxes• Conducted daily morning announcements for school• Entrusted to perform various errands for all employees	West Point, MS
2016-2018	Pilgrim Grove Baptist Church <i>Pastoral Administrative Volunteer</i> <ul style="list-style-type: none">• Typed and delivered lead pastor's sermons each week within designated timeframe	West Point, MS

ACTIVITIES AND INVOLVEMENT:

Financial Management Club, President (2018); OKRA Patch, Member (2018); AITP, Member (2018); Phi Beta Lambda, Honoree (2018); Geospatial Information & Technology Association, Member (2018)

Synethia Diamonique Mathews

81 Kilburn Street • West Point, MS 39773

662-295-9000 • smathew1@okramail.deltastate.edu

REFERENCES:

Ms. Regina Haynes

Library Assistant II of Instructional Resource Center
Delta State University
Cleveland, MS
662.846.4345
rhaynes@deltastate.edu

Mrs. Lisa Klutts

Director Main Street and Tourism
The Growth Alliance Chamber of Commerce
West Point, MS
662.295.4630
lklutts@westpointms.org

Mrs. Rosella Reese

Administrative Assistant
West Point Consolidated School District's Central Office
West Point, MS
662.605.0482
rbreese@westpoint.k12.ms.us

Mr. Robert Shamblin- Traylor

Pastor
Pilgrim Grove Baptist Church
West Point, MS
662.422.6508
Drrsham48@gmail.com

Mr. Christopher Smith

Program Manager of Center for Interdisciplinary Geospatial Technologies
Delta State University
Cleveland, MS
662.588.3449
cdsmith@deltastate.edu