**Miller M. Smith**

• Millersmith3@icloud.com • (925) 360-9230 • https://www.linkedin.com/in/miller-smithh/

**EDUCATION \_\_\_\_\_\_**

**University of Washington, Michael G. Foster School of Business Seattle, WA**

*Bachelor of Arts in Business Administration,*Concentration: Finance and Information Systems

Cumulative GPA: 3.98/4.0

Dean’s List, all quarters attended, Beta Theta Pi, UW Women’s Scout Basketball Team, Foster Excel Certification

**WORK EXPERIENCE \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**NorthBay Networks**  **Emeryville, CA**

Summer Intern/Tech Force August 2023-September 2024

 Streamlined logistics operations by managing a dynamic inventory of over 10,000 assets, leveraging advanced Google Excel functionalities to ensure accuracy in a rapidly evolving environment

 Optimized asset management processes for diverse client needs, enhancing operational efficiency through the application of technological tools and workflows

 Demonstrated exceptional multitasking abilities by prioritizing tasks, meeting strict deadlines, and maintaining high levels of accuracy in inventory management

 Developed strong numeracy and analytical skills, ensuring precise tracking and reporting of inventory data in a fast-paced setting

**Swagger**   **Lafayette, CA**

*Team Specialist* June 2023 - August 2023

 Collaborated closely with managers and clients to design kits, create presentations, and execute detailed edits, ensuring deliverables met high standards

 Executed purchase orders with precision, consistently maintaining above-standard quality for all transactions

 Managed up to 100 individual purchase orders per month, showcasing confidence, accuracy, and attention to detail in a fast-paced environment

 Enhanced communication and organizational skills by coordinating with multiple stakeholders to achieve seamless operations

**LEADERSHIP ACTIVITIES \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beta Theta Pi**   **Seattle, WA**

*Vice President* December 2024 - Present

* Lead strategic initiatives and chapter operations, overseeing a 100+ member organization to foster leadership development, academic excellence, and community engagement.
* Directed collaborative efforts with executive board members to implement innovative programming, manage budgets exceeding $1,000,000, and ensure adherence to fraternity and university policies.

*Risk Manager* May 2024 – August 2024

* Implemented comprehensive risk management protocols, ensuring the safety and well-being of over 100 members by enforcing university and fraternity policies during events and daily operations.
* Collaborated with chapter leadership to develop and deliver educational workshops on risk prevention, fostering a culture of accountability and proactive decision-making.

**University of Washington Women’s Basketball Team**  **Seattle, WA**

*Scout Team* December 2024 - Present

* Analyzed opponent strategies and player tendencies to create detailed scouting reports, providing actionable insights to enhance team preparation and game performance
* Assisted coaching staff in implementing practice plans by simulating opponent plays, contributing to the team’s tactical readiness and competitive edge

**ADDITIONAL INFORMATION \_\_\_\_\_\_\_**

**Honors:** University of Washington Deans List

**Skills:** Database Management, Guest Services, Leadership, Technical Savvy with Apple, and Microsoft Applications

**Interests:** Social Issues, Traveling, Natural Sciences and Sports