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Objective

To obtain an entry-level position in my field of study that builds upon and utilizes my collegiate, internship and community experiences and activities.

Education

Somewhere University Somewhere, Indiana August 2008 – May 2012
Bachelor of Arts in Communications
GPA: 3.2

Work Experience

Somewhere Media Offices Somewhere, Indiana May 2011 – August 2011
Communications Intern

- Developed daily press releases for the company and its clients
- Assembled media kits on a weekly basis and forwarded to potential clients
- Assisted the Communications Marketing Manager on several large-scale summer events, including the Parade of Open Homes and Dash for Cash

Somewhere University Admissions Office Somewhere, Indiana August 2010 – May 2011
Clerical Assistant

- Compiled mass mailings for prospective students and their parents
- Handled daily clerical tasks, which included answering phones, filing important documents and formatting Admissions mailings and emails.

Collegiate and Community Experience

Philanthropy Chair for Panhel, 2011 - 2012
Student Mentor, 2011 - 2012
Relay for Life Team Captain, 2009 & 2010
Special Olympics Coordinator, 2011
Member of Alpha Alpha Alpha
Sports Night Leader
French Club, 2009 - 2012
University Chorus Member, 2008 – 2012

Intramural Sports Participant, 2008 - 2012
Senior Home Volunteer, 2010 - 2012