

# Jane Doe

555 5<sup>th</sup> St., Nowhere, IA 51041  
555-555-5555 | [jdoe@nwciova.edu](mailto:jdoe@nwciova.edu)

## Education

### Bachelors of Arts

Northwestern College, Orange City, IA  
Major: Public Relations

Anticipated May 2010  
GPA 3.38/4.0

## Related Experience

### Office Assistant

NWC Career Development Center, Orange City, IA

2008-Present

- ♦ Created/designed bi-weekly newsletter to inform campus of resources and events
- ♦ Designed the newsletter to appeal to wide target audience
- ♦ Provided reception needs and deliver helpful customer service
- ♦ Prioritized tasks and assist with assigned projects

### Account Executive/Team Member

Crosswalk Media, Orange City, IA

2009-Present

- ♦ Promoted to Account Executive in fall of 2009
- ♦ Analyze and prioritize client promotional needs
- ♦ Collaborate with team to develop marketing plan
- ♦ Design and create promotional products

### Yearbook Editor

NWC Student Activities, Orange City, IA

2008-2009

- ♦ Created original page designs using computer programming
- ♦ Managed and coordinated photography needs
- ♦ Accurately chronicled campus groups and activities

## Other Experience

### Personal Care Assistant

MRCI Work Source, Rosemount, MN

2006-Present

- ♦ Accustomed to unpredictable work days
- ♦ Long-term employee
- ♦ Compassion for children with disabilities

## Honors & Activities

Dean's List  
Academic Scholarships

Mission Trip—Journalist/Photographer  
A cappella Choir

## Computer Skills

Microsoft Word, Excel, PowerPoint