

Jane Doe

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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

- ♦ 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

2008-Present

Account Executive/Team Member

Crosswalk Media, Orange City, IA

- ♦ 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

2009-Present

Yearbook Editor

NWC Student Activities, Orange City, IA

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

2008-2009

Other Experience

Personal Care Assistant

MRCI Work Source, Rosemount, MN

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

2006-Present

Honors & Activities

Dean's List
Academic Scholarships

Mission Trip—Journalist/Photographer
A cappella Choir

Computer Skills

Microsoft Word, Excel, PowerPoint