Sue Brown

9999 Notastreet, Grand Rapids, MI 12345
(555) 555-5555; suebrown@gmail.com

Objective

To obtain an internship at a Public Relations firm.

Education

Calvin College, Grand Rapids, MI — Anticipated December 2010
Bachelors of Communication and Rhetoric & Spanish Minor
Cumulative GPA: 3.4/4.0

Acento de Sevilla (Seville, Spain): Study Abroad Program to complete Spanish Minor — Spring 2009

Coursework: *Communication & Culture, Written Rhetoric, Oral Rhetoric, Theory & Communication, Intro to Video Production, History of North American Media, Public Relations & Advertising, Group Communication, Persuasion & Propaganda, Communication Ethics, Senior Seminar*

Work Experience

Franciscan Skemp Hospital, Grand Rapids, MI — June 2010 – Present
Public Affairs Writing Intern

- Prepared news releases/PSAs for events/programs
- Escorted news crews in coverage of health news and assisted in coordinating news interviews and photos
- Drafted advertisements, fliers, articles, mailers, media releases and other promotional materials for special events
- Worked with professional graphic design staff for output of printed materials

Features Sports Bar & Grill, Grand Rapids, MI — May 2008 – Present
Server

- Reacted to customers' desires in a prompt and timely fashion to exceed expectations
- Created a hospitable and friendly environment
- Generated an atmosphere of teamwork with fellow co-workers

Designer Shoe Warehouse, Jenison, MI — September 2009 – May 2010
Sales Associate

- Led customers to a satisfactory purchase and provide other forms of customer service
- Audited stock and mange floor placement

HPERDS Department Calvin College, Grand Rapids, MI — August 2007 – May 2008
Weight Room Supervisor

- CPR certified in case of emergency
- Checked student ID cards upon entrance to weight room
- Provided hospitality and maintained a clean environment for students, professors, and sports teams

Activites

Independent Artist and Performer, "Calvin College Open Mic Nights"	Fall 2009
Team member, Intramural Soccer	Spring 2007 – Spring 2009
Therapeutic Horseback-riding Volunteer, HorseSense Stables	Summer 2008
Performer – Audition Hip-Hop, Calvin College Dance Guild	Fall 2007
Spokesperson, Congressional Youth Leadership Conference in Washington D.C	Spring 2006

Skills

Advanced Spanish Speaker
Microsoft Office