

YOUR NAME

Current Address
Area Code & Number

Permanent Address
Area Code & Number

KEY QUALIFICATIONS

- * Exemplary hands-on career experience.
- * Well developed communication ability.
- * Proficient in Microsoft Word, Works and Access
- * Desire to succeed in the communications/broadcasting field.

EDUCATION

State University of New York Institute of Technology, Utica, NY
Bachelor of Arts, Communication Arts, May 2011
Major GPA: 3.5, Overall GPA: 3.0

HONORS

Selected as "Distinguished Student" for adding to campus life – 2009 and 2010

RELEVANT COURSES

Writing for New Media Presentational Speaking
Designing Online Information Computer Software Documentation
Technical Editing Analytical & Research Writing

CAREER RELATED EXPERIENCE

9/2010-5/2011

SUNYIT, Utica, NY
Programming Assistant Student Activities
• Organized and planned events in residence halls.
• Provided information assistance to students.

9/2009-5/2010

Residence Hall Attendant
• Maintained front desk for residence hall. Ensured that only the individuals who were allowed in the residence hall were granted entry.

10/2008-5/2009

WUTR (ABC NEWS AFFILIATE) Utica, NY
Volunteer
• Wrote news stories, operated teleprompter, provided office assistance, performed beat call duties.

9/2007-5/2008

SUNY Institute of Technology Utica, NY
Administrative Assistant, Residence Life Office
• Performed a variety of administrative assistant functions for the Residence Life Office.
• Answered telephone and distributed messages.
• Filed confidential records.

EMPLOYMENT 2006-2009

RED LOBSTER New Hartford, NY
Server
• Efficiently served customers and maintained dining area.

ACTIVITIES

• Local newspaper staff writer • Radio announcer for local radio station: included commercial production and news reporting • SUNYIT Ambassador: conducted tours and provided public relations information • SUNYIT Orientation Leader • SUNYIT public safety committee • Baja Club

REFERENCES

References are available upon request