
EDUCATION**Stonehill College, Easton, MA**

Candidate for Bachelor of Arts Degree in Communications

Journalism emphasis; 3.1 GPA

May 2008

Universidad de Madrid, Madrid, Spain

International Semester Abroad

Courses conducted entirely in Spanish

Spring 2007

*Highlight unique
aspects of an
educational
experience*

EXPERIENCE**Radio Host, WSHL Stonehill College Radio Station, Easton, MA**

Fall 2007

*Mention
relevant
awards
under bullet
points*

- Host talk show during prime spot of 6:00pm-8:00pm which draws more than 400 listeners from across eastern MA
- Answer questions from an average of 15 callers per two hour time slot
- Work with a team of two production managers and two student interns
- Awarded "Best Radio Show 2007" based on number of listeners and quality of content

Advertising Internship, Career Services, Easton, MA

Summer 2007

- Served as a liaison between marketing department and career office to help produce a 500 page booklet
- Wrote press releases for office to be sent to more than ten newspapers in the region
- Redesigned website content for more than seven embedded pages
- Developed marketing plan for five professional staff members
- Proofread 500+ pages of content and edited them to provide a consistent office message

Advertising Sales, Small Wizards, Brockton, MA

Fall 2006-Present

- Developed advertising business plan for home based computer start up company
- Sold more than 15 individual paid advertisements for the company website, targeting IT industry
- Designed advertisements for online marketing in three major search tools
- Increased reader advertisements by more than 15% in a two month period

Hostess, Jorge's Restaurant, Queens, MA

Summer 2006

- Ranked #1 hostess out of four in customer service, accuracy of food orders, and work ethic
- Served more than 200 customers in a shift

Receptionist, Gordon Family Dentistry, Gavin, MA

Spring 2006

- Scheduled appointments for over 25 patients a day in a family run dentist office
- Collected more than \$1,000 in co-payments per week

ACTIVITIES/INTERESTS/SKILLS

- National Association of Student Communications, Member
- Amnesty International Letter Writing Campaign, Coordinator
- Soup Kitchen, Volunteer
- Fluent in Spanish and Tagalog
- Microsoft Office Suite (Word, Excel, Access, Powerpoint)

*Be sure to get involved in
any relevant
organizations and
highlight them in your
resume*