

# First Name Last Name

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## Education

Moravian College, Bethlehem, PA

Bachelor of Arts in English, minor in art, May 20XX

GPA: 3.25

Awards: Comenius Scholarship, Founders Scholarship

Related Courses: Business Writing, Public Speaking, News and Feature Writing, Graphic Design for Presentations

## Related Experience

**Vice President**, Zinzendorf Society (English club), Moravian College, Fall 20XX-Present

- Communicate with faculty through monthly memos; recruit new members.
- Contact marketing professionals and coordinate speaker presentations for group.
- Organize an annual public relations spring conference at Moravian College through publicity of conference events to the Moravian community and surrounding interested parties.

**Marketing Agency Project**, Consumer Behavior, Moravian College, Fall 20XX

- Developed a marketing plan for a jewelry company as a member of a 5-person team.
- Conducted extensive research on company to identify target market.
- Created a marketing plan based on research and knowledge of marketing strategies.

**Editorial Intern**, Eastern Pennsylvania Business Journal, Bethlehem, PA, Summer 20XX

- Edited weekly finance column by Susan Jones.
- Wrote editorial comments for the retail section of the publication.
- Communicated with staff and external constituents to ensure accuracy of articles.

## Skills

Computer: Quark Xpress, Adobe InDesign, Photoshop, Dreamweaver, Flash, Microsoft Office (Word, Excel, Access, PowerPoint), Filemaker Pro

Language: Spanish (conversational)

## Campus Leadership

**Co-Captain**, Moravian College Women's Basketball, Fall 20XX-Present

- Lead weekly team meetings to prepare for upcoming games and tournaments.
- Commit 30 hours per week to athletics while maintaining 3.25 GPA.
- Serve as Women's Basketball representative on Student Athlete Advisory Committee to assist in planning events for athletes and campus community.

**Volunteer**, Moravian College Alternative Spring Break, El Paso, TX, Spring 20XX.

- Assist U.S. Forrest Service in trail construction and maintenance of historical structures.
- Collaborated with 8 teammates to clear 2 miles of hiking trails.

## Campus Involvement

**Member**, Art Club, Fall 20XX-Present

**Member**, Gamma Sigma Sigma Service Sorority, Spring 20XX-Present