

List education and experience in reverse chronological order within appropriate categories.

Isabelle Ringing

377 Cleveland Avenue
Mount Ephraim, NJ 08059
856-933-5555
williamsp@earthlink.net

OBJECTIVE

To obtain a position in marketing, public relations or event planning.

EDUCATION

Bachelor of Arts, Public Relations **May 200x**
Rowan University, Glassboro, New Jersey
GPA 3.4, Dean's List
College Scholarship Award, 2002-2003

COMPUTER SKILLS

PageMaker	Microsoft Word	QuarkXpress	PowerPoint	WordPerfect
Excel	Harvard Graphics	Eaglesoft	Microsoft Publisher	

RELEVANT COURSES

Intro to Public Relations	Publication Layout/Design	Intro to Survey Research
Basic PR Writing	Journalistic Writing	Electronic Media
Advanced PR Writing	Intro to Advertising	News Reporting I and II
Case Studies		

COURSE PROJECTS

- Public Relations Case Studies** **Fall 200x**
- Worked in four-member team to create public relations proposal for Smith, Jones and Wilson Accountants, Inc., including survey to determine interest among senior citizens to have tax preparation assistance.
 - Collaborated with team members to create PowerPoint presentation and two sample brochures.
 - Offered an internship opportunity for following semester to implement proposal.
- Marketing Communications** **Spring 200x**
- Designed and managed marketing communication program for Habitat for Humanity to recruit donors and volunteers.
 - Participated in planning meetings with program director and various site supervisors.
 - Conducted on-site interviews, photo-shoot and videotaping.
 - Created photo display and video of on-going projects and finished homes.

RELATED EXPERIENCE

- Public Relations/Marketing Intern** **Spring 200x**
Smith, Jones and Wilson Accountants, Inc., Pitman, NJ
- Contacted management of 12 residential communities for senior citizens to request introductory appointment.
 - Demonstrated to management personnel the details of proposed presentation and services.
 - Presented a PowerPoint workshop outlining services, which resulted in 10 new clients.
- Public Relations Intern** **Fall 200x**
University Relations, Rowan University, Glassboro, NJ
- Proofread and edited press materials for internal and external media outlets.
 - Accurately cataloged and filed incoming public relations information for future reference.
 - Answered phones, scheduled appointments, directed inquiries and supported general office operations.

ADDITIONAL INFORMATION

Public Relations Student Society of America, PRSSA, Rowan University Chapter
Lambda Pi Eta, Communication Honor Society, Rowan University Chapter
Full-time food server at various restaurants for past four summers

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Steven B. Promoter

stud4567@students.rowan.edu

Campus Address

515 Mullica Hill Road
Glassboro, NJ 08028
856-881-3877

Home Address

43 Lakeview Drive
Hillsdale, NJ 07642
201-666-3223

Objective

To gain a summer internship position in the field of sports entertainment.

Education

Bachelor of Arts, Communication Studies anticipated May 200x
Emphases: Interpersonal/Organizational Communication
Rowan University, Glassboro, New Jersey
GPA 3.4, Dean's List

Related Courses

Organizational Communication Theory & Research	Health Communication
Small Group Communication	Intercultural Communication
Persuasion & Social Influence	Special Topics in Communication
Intermediate Spanish I & II	Family Communication

Computer Skills

Proficient in Microsoft Word, PowerPoint, Excel and Front Page plus Netscape Composer and Internet Explorer

Work Experience

- Sales Associate** 200x -present
Champs Sports, Deptford, NJ
- Promote sales by providing product information and assisting customers with purchasing decisions.
 - Organize stock, maintain store displays and assist with monthly inventory.
 - Accurately process cash, check, credit, debit, coupon and refund transactions.

Student Worker

- 200x - present
Athletic Department, Rowan University
- Work collaboratively in office environment to support coaches and athletic activities.
 - Sell tickets and programs at various sporting events.
 - Assist with design of flyers, e-mail messages and bulleting board displays.
 - Monitor condition of locker rooms, courts, fields and team house before and after games.

Skate Guard

- 199x – 200x
Ice House, Hackensack, NJ
- Employed 20-25 hours per week during summers and college breaks to pay college expenses.
 - Provided on-ice skating instruction to children, ages 3 to 14.
 - Received first aid training and administered first aid to injured customers when needed.

Activities

Assistant Coach for Hillsdale Township baseball, soccer and football teams.
Little League Umpire for five years with YMCA of Mercer County
Starting player for Rowan Ice Hockey Club Team.
Representative to Rowan Student Government Senate meetings.
Bicycling and hiking at state and national parks.
Traveling throughout United States and in Europe

References furnished upon request.