

Mr. Example

186 Fake Lane
Rochester, NY 14607
585-234-5555
Example@hotmail.com

Objective: To obtain a career in advertising

Skills:

- Excellent communication skills, organizational skills, phone skills
- Proficient in; Microsoft Office, Publisher, Illustrator, World Wide Web

Education:

Bachelor of Art, Communication (Interpersonal/Organizational), May 2006
State University of New York, College at Geneseo, Geneseo, NY
GPA: 3.8, Deans List, Fall 2004 - Spring 2006

Associate in Science, Advertising: Commercial Art, May 2004
Monroe Community College, Rochester, NY
GPA: 3.6, Deans List, Fall 2003 - Spring 2004

Relevant Coursework:

Drawing I & II, Introduction to Graphic Production, Commercial Illustration I & II, Professional Communication, Introduction to Interpersonal Communication, Presentational Speaking in Organizations, Media Advertising, Advertising as Social Communication

Related Experience:

Advertising Group Project, Advertising as Social Communication Class Fall 2005
SUNY Geneseo, Geneseo, NY

- Worked with four other members to create a persuasive advertising campaign
- Created press releases and sample bill boards
- Presented final project to class

Customer Service - Inbound Call Center Summer 2005
The Sutherland Group, Rochester, NY

- Took inbound phone calls from clients
- Answered questions and resolved client issues

Internship at Roberts Communication Inc., Rochester, NY Fall 2004
Monroe Community College, Rochester, NY

- Served as receptionist during lunch hours
- Worked along side the art director on various projects including design of logos for use on materials such as web sites, brochures, press releases etc.
- Performed office duties as needed (filing, photocopying, answering phones)

Organizations:

- PRSSA (Public Relations Student Society of America), SUNY Geneseo, member since Fall 2004
- Lamron (School Newspaper), SUNY Geneseo, Journalist, Fall 2004 - Spring 2006
- Monroe Doctrine (School Newspaper), Monroe Community College, Journalist, Fall 2003 - Spring 2004

References Available Upon Request