**FirstName LastName**

Martin, TN 38237 | 731.123.1234

firstnamelastname@gmail.com | portofolio.com

**SUMMARY OF QUALIFICATIONS**

* Deadline driven, able to organize and prioritize projects, maintaining accuracy and increasing productivity
* Energetic communicator, building rapport quickly with individuals and speaking effectively to groups
* Published writer, knowledgeable of AP requirements and technical writing strategies
* Proficient in Microsoft Word, PowerPoint, Publisher and Excel; Adobe Photoshop and InDesign
* Experienced promoting events/organizations via social media: Facebook, Twitter, Instagram and SnapChat

**EDUCATION**

**University of Tennessee at Martin (UTM)**; Martin, Tenn.

*Bachelor of Arts, Communications*; December 20XX

* GPA 3.6 | Dean’s List: All semesters
* Public Relations Concentration | Marketing Minor

**RELATED EXPERIENCE**

**The Weakley County Press**, Martin, Tenn.

*Staff Reporter* (part-time); October 20XX – present

* Cover courthouse beat, involving all elected offices
* Interview regional business owners to generate stories promoting county-wide economic development
* Write high school football articles and submit photographs to sports department seasonally

# Chaffee County Habitat for Humanity; Buena Vista, Colo.

# *Public Relations & Marketing Intern*; May 20XX – August 20XX

# Analyzed market and developed plan to promote seasonal event under marketing director supervision

# Designed and conducted fundraising event, hosting 50 and raising $5,000 with team of seven (7)

# Reformatted annual newsletter in InDesign and wrote 200-word article

**LEADERSHIP EXPERIENCE**

# Student Government Association; Martin, Tenn.

*President*, January 20XX – present

* Lead executive committee to establish annual goals and delegate tasks so they are achieved
* Market SGA events through Facebook, Twitter, Instagram and SnapChat, scheduled via Hootsuite
* Represent student body on Board of Regents, contributing actively to discussion

**Public Relations Student Society of America** (PRSSA); Martin, Tenn.

*Vice President*; September 20XX – August 20XX

* Coordinated monthly meetings, scheduling speakers and professional development for 25 members
* Published internship experience blog on *Progressions*
* Competed in national case study competition with team of five (5), earning honorable mention

*Treasurer*, September 20XX – August 20XX

* Entrusted to process dues (check/credit) and funds generated through fundraisers
* Communicated budget updates to executive board and advisor
* Organized annual budget ($1500) and monitored expenditures

**ACTIVITIES**

**Social Sorority**: *Member*, 20XX – present; *Vice President, Recruitment*, 20XX – 20XX

**Office of Admissions**: *Student Recruiter*, 20XX – present