

Very Smart Student
11 Luxury Drive
Buffalo, New York 14222
(716) 884-3281
Email: vss@medaille.edu

OBJECTIVE: Public Relations

EDUCATION: **Bachelor of Science, Media Communication** – 5/2000
Medaille College, Buffalo, New York
Concentration: Public Relations
GPA: 3.5/4.0 (major) 3.1/4.0 (overall)

SKILLS:

Public Relations:

Assisted with the development of Annual Report
Took photos for company newsletter
Participated in news conference

Communication

Writing:

Wrote press releases
Researched and wrote articles for company newsletter
Edited articles for school newspaper
Assisted with the development of company brochure

Verbal:

Conducted tours of the college for potential students
Represented student body on committee with college administrators
Co-facilitated leadership program for new student leaders

Computers:

Windows, Macintosh, Microsoft Office 2000, WordPerfect, Dbase IV,
Photoshop, PowerPoint, Premiere, Publisher, Adobe Illustrator,
Quark Xpress

EMPLOYERS:

1998 – Present
1/00 – 6/00
9/99 – 12/00
10/98 – 3/99

Sales Clerk, Camera Mart, Buffalo, New York
Public Relations Assistant, Intern, Delaware North, Buffalo, New York
Public Relations Assistant, Intern, Marine Midland Bank, Buffalo, NY
Photographer Assistant, Intern, Creative Advertising, Cheektowaga, NY

**CO-CURRICULAR
ACTIVITIES:**

African American Union, **Member** 1997-2000
Programmer 1999/00 Organized events for organization and student body
Perspective, (College Newspaper) **Photographer** 1998-2000

AWARDS:

Mike Roszman Memorial Scholarship, 1999/00
Dean's List 1996/97, 1999/00