

Sample Resume 3

DAVID W. THOMAS

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OBJECTIVE

To obtain an entry level public relations position with a non-profit organization

EDUCATION

Bachelor of Arts, Journalism, May 2007

Eastern Illinois University, Charleston, IL

Minor: English

Cumulative GPA: 3.8/4.0

EXPERIENCE:

Public Relations Intern, Eastern Illinois University

Office of Media Relations, Charleston, IL, May 2005-present

- Write and edit press releases
- Create and write copy for posters and flyers
- Serve as the editor for a departmental newsletter
- Assist in the planning of university-wide special events, such as Founder's Day
- Schedule space, audio-visual equipment and program support equipment for university press conferences
- Maintain a database of over 500 media contacts

Creative Consultant, Public Relations Student Society of America (PRSSA), Eastern Illinois University, Charleston, IL, Jan. 2005-May 2005

- Served on a team of five students and designed publicity for the University Union
- Developed a publicity plan for promoting upcoming events

Public Relations Intern, United Way of Eastern Illinois, Mattoon, IL, May 2004-Aug. 2004

- Developed orientation session for new members
- Organized Fall and Spring Kick-Off events
- Assisted in the writing and editing of press releases and other promotional materials
- Created the advertising campaign for Annual Day of Caring

Public Relations Chair, Alpha Phi Alpha Fraternity, Eastern Illinois University, Charleston, IL Aug. 2003-May 2004

- Designed all promotional materials for the organization
- Organized special events for fundraising
- Contacted local businesses to solicit sponsorship for events

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, Adobe PageMaker, PhotoShop, Web Page Design

LANGUAGE SKILLS

Basic knowledge of Spanish

ACTIVITIES

Public Relations Society of America (PRSSA), Golden Key National Honor Society