

Sample Combination Resume

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- Objective** A public relations position requiring well-developed communication, administrative and organizational skills.
- Related Skills** Experience in designing marketing research studies and surveys.
Comfortable with public speaking; excellent oral and written communication skills
Computer literate in Microsoft Office programs; QuarkXPress and PageMaker
Fluent in French
- Education** **Eastern Illinois University**, Charleston, IL
Bachelor of Arts in Communication Studies, May 2005
Minor: Business Administration
- Study Abroad*
Nene College, Northhampton, England
Combined Honours Programme, January – April 2004
- Activities** **Eastern Illinois University**
Student Alumni Ambassador, 2000-2005
- Assisted with Open House
 - Gave tours of the President's historic home
- Zeta Tau Alpha Sorority, 2001-2005
- SPCA Volunteer
 - Charleston Children's Fair Volunteer
- Work Abroad Experience** **College Francois Premier, Villers-Cotterets, France**
Foreign Language Assistant, May – August 2003
- Strengthened French communication skills by living with a native family
 - Organized, planned and taught classes in a foreign language program
- Experience** **Kirkman Sports Marketing**, Charleston, IL
Intern, Spring Semester 2003
- Created and sold marketing plans to clients
 - Gained considerable experience organizing and assisting in all station promotions
 - Developed and voiced commercials
- First Mortgage Services, Inc.**, Charleston, IL
Customer Service Representative, August 2001 – May 2002
- Answered customer inquiries regarding mortgage services
 - Provided assistance in completing necessary forms
 - Aided in the design and development of marketing plans
 - Revised all investor processing forms and employee handbook