**FIRST AND LAST NAME**

Town, State Zip | Phone | E-Mail

# **Education**

## State University of New York at New Paltz, New Paltz, NY Expected May 20XX

**Bachelor of Arts in Organizational Communication, Concentration: Public Relations**

* Dean’s List
* Relevant Coursework: Business & Professional Communication, Quantitative Research Methods, Organizational Reputation & Stakeholder Engagement, Communicating Corporate Social Responsibility

**Related Experience**

**Athletic Communications Intern**, SUNY New Paltz Athletics, New Paltz, NY September 20XX - May 20XX

* With Sports Information Department colleagues, received the 20XX American Volleyball Coaches Association (AVCA) NCAA Division III Grant Burger Media Award for the women's NCAA Division III Northeast Region.
* Wrote 30 event previews for upcoming athletic contests.
* Conceptualized and produced 6 Alumni Spotlights.
* Applied writing styles to press release writing and feature story writing.
* Utilized industry applications such as Photoshop, InDesign, iMovie, and SIDEARM Software.
* Developed communication skills by working with a diverse student-athlete population.
* Assisted with game-day operations at home athletic contests.

# **Additional Experience**

# **Store Associate, Macy\*s,** Poughkeepsie, NY Seasonal, May 20XX-Present

# Assist customers with purchases, returns, and merchandise orders.

# Staff Footwear Department with minimal supervision.

**Certifications and Training**

***Digital Media Marketing***, Coursera

* Seven comprehensive lessons on digital marketing fundamentals and applications, offered through University of Illinois via Coursera, 20XX

***Social Media Management Certification***, Hootsuite Academy

* 5-Hour online certification course, modules included Content Marketing, Knowing Your Audience, and Foundations of Branding, 20XX

**Technical Skills**TikTok, Instagram, X, SGO, Canva, Microsoft Office Suite, Google Suite, Photoshop, InDesign, iMovie, WordPress, Adobe Audition, SIDEARM Software