

Your Name

Permanent Address

RR 5, Box 55
Claflin, KS 67521
(785) 650-5555

name@scatcat.fhsu.edu

School Address

555 W 5th
Hays, KS 67601
(785) 639-5555

EDUCATION

B.A. Communication Studies, May 2014

Minor: **Journalism**

Fort Hays State University, Hays, KS

GPA: **3.59 on a 4.0 Scale**

INTERNSHIP

Public Affairs Intern, Summer 2013

Salina Journal, Salina, KS

- Write news releases
- Cover different media events

**PROFESSIONAL
EXPERIENCE**

Communication Club President, Spring 2014

Fort Hays State University, Hays, KS

- Develop and coordinator fund raising activities
- Conduct monthly meetings
- Serve as public relations representative

Sports Editor, Spring 2014

Hays Daily News, Hays, KS

- Write sports columns
- Responsible for assigning sports stories to staff members
- Develop and design sports pages

Public Relations/Fund Raising Developer, Fall 2013

Habitat for Humanity of Ellis County, Hays, KS

- Developed Promotional/Media Kit including news release, newsletter and annual report
- Facilitated fundraising plan for local nonprofit organization

**SPECIAL
SKILLS**

- Familiar with Spanish Language
- Strong organizational, leadership, communication, and interpersonal skills
- Computer Experience in Microsoft Word, Access, Excel and InDesign

**WORK
EXPERIENCE**

Patient Care Technician, May 2012 - Present

Hays Medical Center, Hays, KS

Administrative Assistant, June 2011 – May 2012

Speech and Hearing Clinic, Fort Hays State University, Hays, KS

**ACTIVITIES/
HONORS**

Dean's Honor Roll, Member of FHSU Communication Club, Lambda Pi Eta,
National Communication Honorary, Intramurals

REFERENCES

Available upon request

Kim Smith

888 E 6th St. # 8
Hays, KS 67601

e-mail: ksmith@fhsu.edu

Home: (785) 628-5555
Cell: (785) 650-5555

Objective:

Secure a position that will complement my communication skills and provide opportunity for growth and advancement

Education:

Bachelor of Arts in Communication Studies, December 2013

Emphasis: **Public Relations and Advertising**

Fort Hays State University, Hays, KS

Associate of Applied Science, Graphic Arts Technology, May 2011

Manhattan Area Technical College, Manhattan, KS

Qualifications:

- Computer experience in iMovie, iPhoto, iTunes, iDVD, Macintosh Operating Systems, Adobe Photoshop / PageMaker, QuarkXpress, Microsoft Office
- Highly developed presentational speaking experience
- Excellent leadership and organizational skills

Related Courses:

Multimedia Production

Elements of Photography

Desktop Publishing

Public Relations

Conflict Management

Business and Professional Speaking

Relevant Experience:

News Editor, December 2012-Present

Ellis Review, Ellis, KS

- Write stories, responsible for page layout

Page Designer, January 2012-December 2012

The University Leader, Fort Hays State University, Hays, KS

- Created various graphics and looks for pages

Other Experience:

Supervisor, August 2011-Present

Media Equipment Checkout, Fort Hays State University, Hays, KS

- Responsible for creating various office documents, troubleshooting, equipment set-up, and reserving equipment

Delivery Driver, Summer 2011

Taco Shop, Hays, KS

Volunteer Experience:

AmeriCorps

Special Olympics Volunteer

References:

Available upon request