

Your Name

name@gmail.com | (785) 628-4260 | Hays, KS

EDUCATION

Bachelor of Arts in Communication, May 20XX

Minor: **Organizational Communication**

Fort Hays State University, Hays, KS

GPA: 3.31

QUALIFICATIONS

- Proficient in Microsoft Office, Adobe Photoshop, and Adobe Illustrator
- Presentational speaking, interpersonal and organizational communication skills
- Trained in a variety of customer relation and satisfaction areas
- Bilingual in Spanish

INTERNSHIP EXPERIENCE

Sunflower State Games Internship, February 20XX – July 20XX

Sunflower State Games, Topeka, KS

- Developed marketing materials to promote events and recruit volunteers.
- Assisted full-time staff with operational issues including registration, facility preparation, and equipment distribution.
- Collaborated with executive team to organize community events and other special events including the VIP Reception and the Athlete Festival.
- Demonstrated strong attention to detail in entering data into sports management database.

OTHER EXPERIENCE

Sales Associate, August 20XX – Present

Walmart, Hays, KS

- Provide excellent customer service in answering any customer questions or concerns in a friendly and timely manner.
- Assist in inventory management in assigned section of store.
- Collaborate with team members to ensure all areas have ample coverage for customer service.

Office Assistant, January 20XX – August 20XX

Robbins College of Business, Fort Hays State University, Hays, KS

- Performed basic secretarial duties such as answering the phone, replying to emails, and taking messages.
- Assisted department faculty with grading papers.

VOLUNTEER EXPERIENCE

First Step Building Campaign Marketing Team, First Call for Help of Ellis County

Disaster Preparedness Volunteer, American Red Cross

Your Name

111 Main St.
Hays, KS 67601

(785) 123-4567
name@mail.fhsu.edu

Education

Bachelor of Arts in Communication, December 20XX

Emphasis: **Public Relations and Advertising**

Fort Hays State University, Hays, KS

GPA: 3.61 on 4.0 scale

Internship Experience

Public Relations Intern, Summer 20XX

Hays Area Chamber of Commerce, Hays, KS

- Analyzed website content and contributed new design ideas.
- Maximized social media experience through creation of Facebook interactive application.
- Coordinated speed networking event for Hays Area Young Professionals.

Work Experience

Executive Director, August 20XX – Present

Up 'til Dawn, Fort Hays State University, Hays, KS

- Lead executive team in recruiting efforts, event planning, fundraising, and awareness for St. Jude Children's Research Hospital.
- Train and promote development of each member of the organization through orientation and reviews.
- Develop relationships with community sponsors, campus leaders, and media outlets.
- Boost fundraising numbers through recruitment for multiple events.

Media Assistant, January 20XX – Present

Habitat for Humanity of Ellis County, Hays, KS

- Create and compile promotional/Media Kit items, including news releases, newsletters, and annual reports.

Involvement and Honors

Communication Club President, Fort Hays State University

- Conduct weekly member meetings and responsible for recruitment of new members.
- Develop and coordinate fundraising activities for club.

Thriving Tiger Spotlight, Fort Hays State University

Outstanding Leadership Award, Fort Hays State University