

Communication Studies Resume

123 Main Street
AppleValley, MN 55124

(612) 000-0000
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OBJECTIVE: A highly motivated and focused communications student seeking a challenging and stimulating internship in the area of account services

EDUCATION:

Winona State University, Winona, MN

Expected Graduation May, 2008

Major: Communication Studies

Minor: Mass Communications with emphasis on advertising and public relations

Relevant coursework: Advertising, Public Relations, Marketing, Publication Design, Persuasive Communication, Professional Communication Skills, small Group Dynamics, Research Methods

Normandale Community College, Bloomington, MN

2004-2005

Class emphasis on Communications

SKILLS/ ABILITIES:

- Prepared and presented a strategic marketing plan for Aprille Showers Tea Room
- Created and pitched creative public relations and advertising campaign for V-8 Juice
- Presented several PowerPoints including a communication consulting analysis of a small business
- Proficient on both PC and MAC platforms, Microsoft PowerPoint, Word, Excel, Publisher
- Knowledgeable in Adobe Photoshop, Illustrator, and InDesign

WORK EXPERIENCE:

Marketing Communications Consultant

9/07- Present

Synapse Marketing Group

AppleValley MN

- Provide freelance consulting services to small & franchise business owners
- Analyze current internal/external communications
- Propose new marketing/advertising to meet client needs
- Forecast budgets and handle interaction with vendors to maintain schedule

Account Assistant

2007- Present

Twincitiesnightclubs.com

Bloomington MN

- Assist operations manager to further enhance client's image
- Promote company to obtain new clients for representation