

JANE I. DOE

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OBJECTIVE: Seeking employment as a staff writer for a leading financial newspaper company.

PROFILE: Recent college graduate with strong editorial, communication, and language skills, experienced in editing, writing, making presentations, events coordination, and basic graphic design.

EDUCATION: **The Whittemore School of Business and Economics, University of New Hampshire, Durham, NH**
5/04 Expected Bachelor of Science in Business Administration, with an option in Finance, GPA 3.78

9/02 – 1/03 **Seville University, Seville, Spain**
Study Abroad - Intensive coursework in Spanish language, literature and music

EXPERIENCE: **Seacoast Publishing Associates, Newington, NH**

9/00 – 12/00 *Editorial Intern*
Copyedited galley proofs for elementary text books. Checked and verified sources for facts in text books. Participated in weekly editorial staff meetings.

1/00 – 12/00 **The New Hampshire (UNH Student Newspaper), Durham, NH**
Staff Writer
Interviewed sources for articles relating to campus news and student life. Wrote copy and consulted with editors regarding needed revisions. Published 23 stories for a total of 360 column inches.

5/99 – 6/99 &
5/00 – 6/00 **UNH, Durham, NH**
First-year Orientation Leader
Emceed events for over 60 first-year students to facilitate their knowledge of the UNH campus. Conducted presentations for parent groups, tours, and student groups. Addressed individuals' unique concerns and questions on a one-on-one basis as needed.

1996 – 1997
Summers &
School Breaks **The Bagel Boondoggle, Concord, NH**
Crew Leader
Supervised team of four to six staff members to efficiently meet customer needs. Effectively served customers in a fast-paced, energetic environment. Opened and closed store; handled cash transactions; deposited daily receipts for manager. Developed three advertisements placed in local newspapers

COMPUTER

SKILLS: MS Word, PowerPoint, Excel, QuarkXpress, Basic HTML, Netscape, Internet Explorer, E-mail

ACTIVITIES: **UNH Student Senate, Durham, NH**
1999 – 2000 Residence Hall Representative, UNH Student Senate, 1999-2000

1998 – 1999 **UNH Women's Crew, Durham, NH**
Team Member

REFERENCES: Provided upon request.