Current Address	Jane Smith	Permanent Address
100 Wartburg Blvd. Box 1373 Waverly, Iowa 50677	Jane.smith@gmail.com (319) 456-7890	Riverview Dr. SW Des Moines, Iowa 52404

PUBLIC RELATIONS EXPERIENCE

Public Relations Intern, Denver Metro Convention and Visitors Bureau, Denver, CO — *June – August 2007*

- Completed several projects within a designated timetable
- Accompanied media persons to site visits
- Assisted various departments with event preparation
- Researched, edited and created press releases

Event Planning and PR Intern, Park Place Event Centre, Cedar Falls, IA — *Sept. 2007 – Dec. 2007*

- Planned and organized for the fall 2007 Wedding Show
- Organized specific timeline for projects and the event itself
- Collaborated with vendors to develop a performance for the show

Publicity Chair, Wartburg College Homecoming Committee — *Fall 2006 & 2007*

- Developed appropriate timeline in which projects would be executed
- Organized and assembled promotional tools for campus and surrounding community

Iowa Legal Aid Public Relations, Iowa Legal Aid, Waterloo, IA — *Fall 2007*

- Developed a brochure, fundraising poster, and informational booklet in a consistent integrated marketing communications format to create brand identity for our client
- Devised a timeline in which projects would be completed for the client and our student agency

PR Campaign Developer, S.M.A.R.T. group, Wartburg College — *Fall 2006*

- Designed logo and various promotional materials for the organization in a consistent integrated marketing communications format
- Advised the organization on which campus media outlets would best serve their cause

CAMPUS LEADERSHIP & INVOLVEMENT

Career Center Student Employee/Manager, Wartburg College Pathways — *Jan. 2007 – Present*

- Planned and conducted weekly staff meetings, while managing peers
- Organized and planned career-related college events

CAP Mentor, College Achievement Program Mentor, Wartburg College — *Sept. 2005 – Present*

- Acted as a mentor and confidante for college freshmen
- Organized group meetings and planned agenda for group events

EDUCATION

Bachelor of Arts Degree in Communication Arts (Public Relations) Minor: Leadership — *May 2008*
Wartburg College GPA – 3.5 — *Waverly, IA*

TECHNOLOGY SKILLS

- Microsoft Word, Excel, Power Point, Outlook, Adobe Illustrator, Photoshop

REFERENCES

- Dr. William Withers, Academic Advisor, Wartburg College, (319) 352-8570, william.withers@warburg.edu
- Angela Berardino, Internship Supervisor, Denver Metro CVB, (303) 571-9451, angelab@denver.org
- Bridget Bryson, Internship Supervisor, Park Place Event Centre, (319) 877-1285, brit@barmuda.com