

Kelly E. Jobseeker

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EDUCATION:

Central City College, Center City, VA
B.A. in Political Science/Minor Communications
Graduated Magna Cum Laude
GPA- 3.74/4.00 Major GPA 3.92/4.00
Personally contributing 70 percent of college tuition

[too cluttered? This resume resulted in lots of calls for interviews. Good use of skill language.]

PROFESIONAL PUBLIC RELATIONS EXPERIENCE:

Public Relations and Media Center Intern, The Heritage Foundation, Washington, DC 2000

- Demonstrated writing proficiency by writing an innovative op-ed, which was distributed by the Knight-Ridder Newspapers service.
- Improved donor relations by organizing the weekly clipsheet, which illustrates Heritage's positive impact on public policy.
- Developed a rapport with print and broadcast media by ensuring all contacts were current and accurate, providing the tools necessary to communicate effectively.

Public Relations Assistant, Erie Maritime Museum/U.S. Brig Niagara, Erie, PA 1999

- Strategically identified and segmented comprehensive market research information for the Pennsylvania Historical Museum Commission, providing insights into the effectiveness of their communication strategies and practices.
- Drafted targeted press releases about museum events to the general public and media.
- Effectively conducted articulate and informative museum tours, exhibiting a professional demeanor.

EXPERIENCE:

Shipwright Shop Clerk, Lake Michigan Maritime Museum/U.S. Brig Niag., Mohominy, MI 1999-2000

- Provided trustworthy service to shop manager in weekend management of the shop and supervision of museum volunteers.
- Enhanced negotiation skills by effectively managing customer conflict, demonstrating integrity and fortitude.

Media Buyer and Seller, YMCA Advertising Campaign, Center City, VA 1998

- Meticulously organized the Center City YMCA advertisement funds and advised the YMCA Board on the utilization of the bartering method.
- Designed an integrated marketing campaign by authoring sample press releases, showcasing dedication to quality in the allocation of YMCA monetary resources.

Research Assistant, Center City Area School District, Center City, VA 1998

- Provided dependable service to Dr. Robert McGinley by carefully conducting research of collegiate special education programs.
- Evaluated special education programs and advised the Superintendent, increasing awareness and knowledge base of applicants.

COLLEGE LEADERSHIP:

Treasurer, Pi Gamma Mu 1999-2000

- Managed and implemented funds effectively to finance Faculty Scholarship Evening

Researcher, CCC Speech and Debate Team 1999

- Researched current events to prepare the speech and debate team for competition.

Treasurer, Model United Nations 1999

- Negotiated effectively with other delegates to develop acceptable resolutions, exhibiting strong public speaking skills.
- Demonstrated initiative in the planning of fundraisers to finance annual trip to the Harvard competition.

Captain, Center City Cross Country Team 1998

- Strengthened team unity through leadership and organization of team activities.
- Advised new Coach in the development of weekly training schedules.

COMPUTER SKILLS: Microsoft Word, Microsoft Office, Power Point, Excel, and Internet Capabilities