



Student Name

0000 Town Lake Circle, #000
Austin, TX 77777
(512)000-0000
donotreply@aux.stedwards.edu

Committed to Keeping Austin Beautiful!

Profile

- ◆ Strong interest in environmental issues: recycle daily and participated in beach clean-ups
- ◆ Organized New Member Welcome event for Indonesian Student Organization:
 - Researched possible sites and did comparison study to determine best location
 - Promoted event through e-mails and distribution of flyers
 - Coordinated food and beverage supplies
 - Organized seating arrangements
- ◆ Designed own website, utilizing JAVA for special effects
- ◆ Marketing/Advertising class:
 - Created advertisements and marketing brochures
 - Wrote press releases for media
- ◆ Professional oral and written communication skills:
 - Surveyed local employers by phone for Quantitative Research Methods course
 - Used persuasive dialogue to convince business professionals to participate in survey project
 - Coursework: Group Communication, Presentational Speaking
- ◆ Teamplayer: trained in effective teamwork through numerous university class projects
- ◆ Reporter, Indonesian Student Organization Newspaper, 2001 - 2002
- ◆ Computer skills: Microsoft Word, PowerPoint, Excel, HTML
- ◆ International Baccalaureate college preparatory coursework in high school, Singapore:
 - Web design
 - Graphic design
 - Accounting
 - Business Administration

Education

Bachelor of Arts, Communication Studies
St. Edward's University, Austin, TX

Expected December 2005

Work Experience

Office Assistant
Century 21 Real Estate
Answered clients' questions on telephone
Developed spreadsheets for franchise owner

December 2003