

Joe Graduate

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OBJECTIVE Ambitious and creative recent graduate seeks a challenging position that requires exceptional writing, editing, comprehension and interpersonal skills.

SUMMARY

- Flexible; can adjust quickly to any setting
- Excels at tasks requiring communication skills
- Adept with complex data platforms
- Proficient in Microsoft Word, Excel and PowerPoint

EDUCATION

Great Connecticut State University, New Britain, CT
B.A. in English with minor in journalism (Sept. 2005-May 2009)

RELATED COURSES

Editing Feature Story Writing
Qualitative Analysis Page Design

WORK EXPERIENCE

Hartford Community Newspaper Hartford, CT
Freelance Writer (August 2009-Present)

- Writes multiple daily stories on a variety of topics
- Shoots photographs to serve as art for own stories
- Coordinates deadlines and task schedules with editors
- Participates in weekly productivity meetings

Student TV Station, New Britain, CT
Copy Editor (September 2008-June 2009)

- Edited all on-air content copy
- Brainstormed daily content with staff writers
- Managed writing staff before/after daily morning show
- Managed office inventory

First Job Burgers, Wallingford, CT
Shift Leader (June 2006-August 2007)

- Maintained a clean, orderly and well-stocked restaurant
- Provided impeccable service at front counter and drive-thru
- Managed all staff and ensured high performance and efficiency

VOLUNTEER

American Disease Society Event Volunteer (2004-Present)
Camp Rising Moon Summer Painting Instructor (2004, 2005)