

Jessica Anderson

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OBJECTIVE

Journalist/editorial position utilizing excellent writing, organizational and creative skills

PROFESSIONAL PROFILE

- Writer with excellent command of the English language and experience in copyediting and proofreading
- Problem solver and team player with proven leadership abilities
- Significant experience in primary research
- Organized, multi-task oriented and efficient

EDUCATION

MARQUETTE UNIVERSITY Milwaukee, WI
Bachelor of Arts Degree in Journalism, May 20xx
GPA 3.2/4.0 GPA in major 3.4/4.0

RELEVANT EXPERIENCE

Editorial Intern, THE BUSINESS JOURNAL, Milwaukee, WI, Summer 20xx

- Researched, reported and wrote two-four articles per week
- Explored industry trends, technological advancements, and business profiles in the Milwaukee metropolitan area
- Contributed to research, topic exploration and writing of *The Business Journal's* annual supplements: *The Book of Lists*, *40 Under 40* and the *How2 Manual*

Copy Editor, THE MARQUETTE TRIBUNE, 20xx-present

- Edited stories for award-winning college newspaper according to AP style
- Contributed news, features and editorials, consistently meeting deadlines
- Coordinated assignment of stories
- Worked in a team environment to produce two issues weekly

OTHER EXPERIENCE

Student Worker, MARQUETTE OFFICE OF RESIDENCE LIFE, 19xx-20xx

- Provided information to current and incoming students, parents and visitors concerning residence halls
- Acted as liaison between administrators and those with questions about halls
- Created displays and assisted with office tasks

Sales Representative, MADE IN WISCONSIN, Milwaukee, WI, Summers 19xx-20xx

- Offered friendly customer service and cash register assistance
- Trained new employees and assisted in the writing of a training manual
- Worked in customer-oriented environment, contributing to record sales periods

ACTIVITIES AND ACCOMPLISHMENTS

Journalism Honorary Society, Sigma Delta Chi	Marshfield Scholar in Journalism
President, Tower Residence Hall Council	Varsity Team Member, College Bowl
Volunteer Hunger Clean-up	Tutor, Students Enhancing Education