

# Jane Smith

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**OBJECTIVE:** Seeking a challenging position where I can enhance my communication and public relations skills.

**EDUCATION:** B.A. in English- Professional and Media Writing  
Minor- Psychology  
East Stroudsburg University, East Stroudsburg, PA, June 2008

Relevant courses:

- Public Relations
- Broadcast Journalism
- Comparative Media
- PC's and their Uses

**EXPERIENCE:** Office Aide and Assistive Technology Assistant  
ESU Office of Disabilities, East Stroudsburg, PA, Feb. 2005  
to June 2008

- Utilized assistive technology
- Filed/Copied/Faxed/Answered phones
- Edited/Burned textbooks
- Organized student documentation

Filing Clerk and Office Aide  
Jackson Lumber, Stroudsburg, PA, June 2005 to August 2006

- Entered computer data
- Filed Extensively
- Categorized purchases
- Worked with mail system

**SOFTWARE:** • Microsoft Office  
**EXPERTISE** • Kurzweil  
• Adobe Acrobat  
• On Time Scheduling System

**ACTIVITIES:** • Member of Student Senate  
• Sophomore Mentor Program  
• Work/Study Program

References Available Upon Request