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