

Jane Smith

64 Wind Road
Scranton, PA 08987
Phone: 555-444-3333
Email: jsmith@gmail.com

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