

Name

123 XYZ Road ♦ Lexington, KY 40515
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EDUCATION:

Centre College, Danville, Kentucky

Bachelor of Arts in English and French, December 2011

Study Abroad in Strasbourg, France, Spring 2010

Honors: Phi Sigma Iota, Omicron Delta Kappa, Dean's List

RELEVANT EXPERIENCE:

News Editor/Features Editor, *Centre College Newspaper*, Centre College, Sept. 2009-present.

Responsible for pitching ideas for articles and assigning articles to writers. Edit all articles and design the layout for the News section. Write one to two articles per issue. Follow a strict adherence to deadlines. Work with online version of the paper.

Writing Center Consultant, Centre College, Sept. 2009-present.

Help students improve their academic papers. Guide them through all stages in the writing process.

Intern, *University Press of Kentucky*, Lexington, Kentucky, May-Aug. 2010.

Read and evaluated manuscripts. Wrote press releases for upcoming books, book jackets for new releases, and rejection letters. Sent books to review organizations, wrote letters and chose review quotes. Press releases and book jackets have been published.

Staff Writer, *Centre College Newspaper*, Centre College, Spring 2009.

Wrote three articles for every by-weekly issue. Conducted interviews and followed a strict deadline.

Intern, *Lexington Family Magazine*, Lexington, Kentucky, April 2008-Spring 2009.

Edited every issue of the monthly publication. Wrote several articles published in print and online.

"My Centre Life" Cast Member, Centre College, Aug. 2008-May 2009.

One of six first-year students selected to blog their Centre experience for prospective students. Wrote monthly updates for the Centre Admissions website and submitted weekly photos and videos.

LEADERSHIP EXPERIENCE:

Resident Assistant, Centre College, Sept. 2010-present.

Provide educational programming, counseling, and leadership to upperclassmen women. Act as campus liaison to residents.

Admissions Office Colonel Corps, Centre College, Sept. 2008-present.

Lead weekly tours for prospective students and parents.

Delta Delta Delta, Centre College, Feb. 2009-present.

As Academic Chair, monitored members' academic standings and provided both academic resources and one-on-one assistance to members. As Class Coordinator, planned events to increase participation and sisterhood. As Philanthropy Committee member, planned and executed events to raise money for St. Jude Children's Research Hospital.

Spring Service Plunge Planning Committee, Centre College, April 2009.

Planned campus-wide community service day. Led a group of students to one of several service sites. Acted as a liaison for the Centre student community and Danville service venues.

Head Coach, Lexington Youth Soccer Association, Lexington, Kentucky, Fall 2007-Spring 2008.

Led weekly practices and games. Taught skills and sportsmanlike attitude. Responded to parent questions and concerns.

SKILLS: Computer: In Design; FileMakerPro9; Photoshop; Microsoft Word, Excel, PowerPoint

Language: French proficiency