

AXXX M. XXXXXXXX

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OBJECTIVE – To obtain an internship in the advertising/marketing field.

EDUCATION

Candidate for Bachelor of Arts December, 2008
Major: English, Writing and Rhetoric
Minor: Business and Professional Writing/Marketing
Major GPA – 3.9/4.0- Cumulative GPA – 3.7/4.0
Salisbury University, Salisbury, MD
*Work 40+ hours a week while carrying 15 credits including internship

PROFESSIONAL AND DEVELOPMENTAL EXPERIENCE

Intern: Fulton School of Liberal Arts February, 2007-Present
Salisbury, Maryland

- Conduct research and find potential opportunities for grants for specific programs
- Search for grants opportunities and write proposals and letters
- Collaborate with committee members/professors to draft appropriate letters and proposals to foundations
- Gained experience with formal writing as well as enhanced research and networking skills
- Maintain scheduling status of all information for grants

Resident Assistant: Salisbury University August, 2006-Present
Salisbury, Maryland

- Selected based on grades, discipline, responsibility
- Plan and program events, activities, informational sessions
- Create a sense of community within building by encouraging a social and safe atmosphere
- Act as the Judicial Liaison for student issues and mediate conflicts in building
- Create meeting itineraries and head meetings with building residents and staff members

Campus Host and Telecounselor: Salisbury University February, 2007-Present
Salisbury, Maryland

- Provide on-campus tours to prospective students and their families
- Serve as panelist for a parents forum – answer all questions of parents about campus
- Reach out to accepted students to inform/educate about resident and student life on campus
- Serve as a mentor to incoming freshmen

WORK EXPERIENCE

- *Server*, Hooper’s Restaurant and Crab House, Ocean City, MD March, 2007-Present
- *Server*, Dayton’s Restaurant, Cambridge, MD January, 2003-2007

HONORS AND ACTIVITIES

- **Phi Eta Sigma**, National Freshmen Honor Society, Salisbury University
- **Dean’s List**
- **National Conference of Undergraduate Research Candidate** – Literary Analysis Fall 2007
- **Student Government Association, Salisbury University** September, 2005-2006