

FIRSTNAME LASTNAME

Baltimore, MD • (443) 555-5555 • tstudent@gmail.com

EDUCATION

Towson University, Towson, MD

May 20XX

Bachelor of Science in English and Bachelor of Fine Arts

- Cum Laude
- GPA: 3.78
- Honors Program

ACCOMPLISHMENTS

Editor of the following publications:

- PA Next (160,000 circ.)
- Silver & Gold magazine (100,000 circ.)
- Poet's Corner (70,000 circ.)
- In Focus (50,000 circ.)
- Central Penn Parent (35,000 circ.)
- Central Penn Mature Living (25,000 circ.)

Editorial Excellence Award - Association of Area Business Journals, Women in Communications, Inc., and Parenting Publications of America
20XX, 20XX and 20XX

PROFESSIONAL EXPERIENCE

The Students' Guild, Baltimore, MD

Jan 20XX-Present

Public Relations (PR) Coordinator/Publications Editor

- Create agency's first PR department, establishing goals and procedures that has led to a 27% increase in news coverage and 35% increase in event attendance
- Serve as primary writer for 70-100 annual press releases, newsletters, brochures, videos and more
- Publish annual reports by collecting data with Excel, writing content and designing layouts in Canva
- Serve as liaison to local and regional media, community groups, and business and civic leaders
- Establish consistent corporate messaging and style guidelines for external communications
- Write and design 40 annual marketing campaigns for publication in 10 local and 5 regional media outlets

XYZ Press Inc., Baltimore, MD

Jan-Aug 20XX

Assistant Editor

- Created 5 weekly editorial plans for In Focus, an international quarterly magazine for photographers
- Reviewed poetry and photography for inclusive elements in Poet's Corner and In Focus
- Managed and supported team of 12 freelancer photographers and editors and in-house staff

Journal Press Inc., Harrisburg, PA

Sept-Dec 20XX

Assistant Editor

Journal Press is an award-winning publisher of regional interest publications.

- Managed production of two 300-page publications a week and design of magazines with Photoshop

TECHNICAL SKILLS

Proficient in the following skills Microsoft Office| Word Perfect| Apple Works| QuarkXPress| PageMaker| FileMaker Pro| FrontPage| Illustrator and Photoshop