

Flora I. Underhill

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Objective

An entry-level position in public relations, requiring writing/editing, organizational, and computer skills.

Education

Florida International University, Miami, FL
Bachelor of Arts in English - May 20XX
GPA: 3.76/4.0

Skills

Writing/Editing:

- Edit all submissions for literary magazine publication.
- Develop and produce department newsletter.
- Construct business correspondence.
- Compose promotional materials for volunteer organization.

Organizational:

- Manage all administrative duties for 15 members of academic department.
- Plan and schedule meetings, appointment, and conference calls.
- Plan fundraising events for local charity.
- Organize recruitment and training of volunteers.

Computer:

- Familiar with PCs and Macs
- Microsoft Word, Excel, PowerPoint, QuarkXpress, PhotoShop
- Design layout for publications.

WorkHistory

Florida International University, Miami FL

- Secretary, Business Department (September 19XX – Present)
- Managing Editor, FIU Literary Magazine (January 20XX – Present)

Big Brothers/Big Sisters, Miami FL

- Public Relations Chairperson (June 19XX – December 19XX)

References

Available upon request.