

CORA SPONDENCE

1234 Easy Street
Chicago, IL 60605
312-555-1234
Cspondence@resume.com

PROFESSIONAL PROFILE

Marketing and communications industry professional with experience in advertising, PR, and editing.

EDUCATION

Roosevelt University

Chicago, IL

Bachelor of Arts: Integrated Marketing Communications

Anticipated: May 2021

- Current GPA: 3.56
- President's Scholarship Recipient

RELATED EXPERIENCE

Midwest Style Magazine

Chicago, IL

Co-op Student, Advertising Department

January 2020 - Present

- Assist advertising executives in creating point-of-purchase displays
- Participate in design development sessions with clients
- Collaborate with graphic artists to create caption copy

Chicago Theater Company

Chicago, IL

Public Relations Intern

August 2019 - December 2019

- Composed press releases and public service announcements to publicize theater events
- Managed production of posters, flyers, and programs to increase sales and attendance

Chicago News

Chicago, IL

Junior Copywriter

January 2019 - August 2019

- Created copy for campaigns designed to promote textbook publisher's line of books in trade magazines and newspapers
- Assisted marketing and editorial departments with sell copy for book catalogs, direct mail pieces, and trade show materials

ADDITIONAL WORK HISTORY

Macy's

Schaumburg, IL

Sales Associate

June 2018 - January 2019

Sushi Station

Rolling Meadows, IL

Server

December 2017 - June 2018

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Publisher, Photoshop, and PageMaker

LANGUAGE SKILLS

Fluent in Spanish and French