

ART MAJOR

111 Elmerton Avenue
Harrisburg, PA 17109
(717) 555-5555
art@psu.edu

OBJECTIVE

To work in an arts environment using my professional skills and liberal arts education.

EDUCATION

Master of Humanities, Pennsylvania State University, expected May 2006

Masters Project: A Study of French Impressionists

Bachelor of Humanities, Communications, with distinction, Dec. 2005

Pennsylvania State University, Middletown, PA

RELEVANT EXPERIENCE

Marketing and Communications Intern, January to August 2006

Susquehanna River Basin Commission, Harrisburg, PA

Handled a variety of duties related to public information.

- Drafted press releases, memos, and letters.
- Prepared and developed newsletter articles and posters.
- Researched foundations for grant monies.
- Updated public information for Commission website.

OTHER EXPERIENCE

Peer Advisor, Advising and Transfer Center, March to December 2005

Harrisburg Area Community College, Harrisburg, PA

Assisted students with questions regarding transfer to other colleges or universities and with advising matters, such as creating class schedules.

- Demonstrated Center resources, including computer software programs.
- Processed dual-admission applications between HACC and local colleges.
- Wrote articles for Center newsletter and helped with its layout.
- Prepared materials for visits from transfer college representatives.
- Scheduled advising appointments in person and via telephone.

Student Assistant, Career Services Center, June 2003 to March 2005

Harrisburg Area Community College, Harrisburg, PA

Assisted students with finding on and off-campus employment.

- Recorded employment information and typed and posted these opportunities.
- Served as hostess for annual Career Information Fair for high school students.
- Administered computerized English and math placement tests.
- Scheduled placement test and counseling appointments.

HONORS

Phi Theta Kappa Honor Society, Penn State Harrisburg, 2005

REFERENCES AVAILABLE ON REQUEST