

# FIRSTNAME LASTNAME

Baltimore, MD • (443) 5555555 • tstuder@gmail.com

## EDUCATION

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Towson University, Towson, MD 20XX  
Bachelor of Science in English and Bachelor of Fine Arts  

- Cum Laude
- GPA: 3.78
- Honors Program

## ACCOMPLISHMENTS

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Editor of the following publications:

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

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The Students' Guild, Baltimore, MD Jan 20XX

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 attendance
- Serve as primary writer for 7000 annual press releases, newsletters, brochures, videos and more
- Publish annual report by collecting data with Excel, writing content and designing layout with 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 -Aug 20XX

Assistant Editor

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

Journal Press Inc., Harrisburg, PA -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

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