

# **Your Name Here**

[your\\_email\\_address@yahoo.com](mailto:your_email_address@yahoo.com)

Your Address

Cell Phone Number

**Objective:** To obtain a summer internship in the multimedia entertainment industry.

**Education: Your University**

Major: Bachelor of Arts in Cinema Studies with a minor in Spanish

*Expected May 2010, GPA 3.25*

**Work Experience:**

***Daily Spa***

Watershed, NY

**Spa Coordinator**

October 2006 – Present

- Coordinate and expedite basic receptionist tasks while assisting with the maintenance of a positive spa atmosphere
- Consult with clients to plan and execute appropriate treatments and spa parties
- Collaborate with managers and counterparts to maximize sales during various promotions

***WKBH News Channel 14***

New York, NY

**Press and Public Affairs Intern**

Summer 2006

- Assisted with the preparation of and participated in morning news meetings
- Researched and collected news clippings to create various press kits
- Special project of developing a positive and refreshing image for station talent

***Greater Yonkers Development Corporation***

Yonkers, NY

**Office intern**

Winters 2003 – 2005

- Organized and mass mailed various clients
- Monitored and reported daily media stories
- Developed and maintained media list and contacts

***Total HUSH Communications***

Mayfield, NY

**Vice President's Personal Assistant**

Summers 2001 – 2005

- Utilized interpersonal and communication skills to develop and maintain strong relationships with familiar contacts
- Reorganized office system to improve daily office operations
- Conducted research and assisted with special events

***Carey Family Health Center***

Far Rockaway, NY

**Junior Administrative Assistant**

April 2004 – June 2004

- Created and distributed clip books and press materials to participants at weekly meetings
- Provided assistance with special projects and/or activities weekly
- Corresponded and convinced 50-75 patients and/or potential patients daily via telephone to utilize Health Center's services

**Activities: *Undergraduate Student Government at Your University***

**Public Relations Officer**

November 2005 – Present

***Student Activity Board at Your University***

**Chairperson of Small Concerts**

January 2006 – Present

**Computer Skills:**

Familiar with MS Windows and Office Suite including PowerPoint, Excel, Word, Access

Knowledge of Adobe Illustrator and C++