

TAMMY M. SMITH

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PERSONAL PROFILE

Strong verbal, written and interpersonal skills with the capacity to prioritize and work on assignments simultaneously. Ability to display excellent organization with knowledge of office practices, procedures and equipment.

EDUCATION

Virginia Commonwealth University – Richmond, VA

Bachelors of Science in Mass Communications, Expected: May 2012

GPA: 3.49

INTERNSHIP EXPERIENCE

RVAMag.com, Richmond, VA

August 2009-December 2009

- Writer/Editor for Richmond Virginia online magazine
- Interviewed Virginia businesses, residents and other sources

Capital News Service , Richmond, VA

January 2010-May 2010

- Reported for the State Capitol during Virginia's General Assembly
- Served as a copy-editor
- Interviewed legislatures about current laws and bills being introduced
- Attended meetings and hearings during the General Assembly sessions
- Served Virginia's community newspapers and other media outlets

COMPUTER SKILLS

- Proficiency with MS Word, MS Excel, MS Outlook, MS Access, MS Publisher, MS Project, PowerPoint, Windows, Corel WordPerfect and Lotus Notes; advanced in SharePoint.

ACTIVITIES

- **President**, Student Government Association 2009-2010
- **Honor Council**, Spring 2010 Semester
- **Volunteer**, Race for the Cure Breast Cancer, Fall 2010
- **Member**, Mass Communications Club, 2009 - Present