

# First and Last Name

xxx-xxx-xxxx email@stevenson.edu http://linkedin.com/in/bcommunication

## EDUCATION

Stevenson University, Owings Mills, MD

**Bachelor of Science, Business Communication**, December 20xx

GPA: 3.7/4.0

**Honors:** Honors Program, September 20xx – Present, Dean’s List, Fall 20xx

## RELEVANT COURSES

- Principles of Management
- Social Media Marketing
- Business and Professional Communication
- Event Planning and Publicity

## SPECIAL COURSE PROJECT EXPERIENCE

Stevenson University, Owings Mills, MD

**Honors Contract Project**, Social Media Marketing, September 20xx – December 20xx

- Conducted a study to identify how a non-profit organization can best utilize social media
- Researched marketing strategies and trends and created a social media marketing plan
- Updated and helped design company logo and brand
- Presented project at Honors Symposium- December 20xx

## RELEVANT EXPERIENCE

IMRE, Baltimore, MD

**Intern**, January 20xx – Present

- Communicated and built connections with clients
- Created engaging content on social media and blogs
- Wrote and distributed press releases

47 House, Stevenson University, Owings Mills, MD

**President**, September 20xx – May 20xx

- Led meetings with 10 student members and faculty advisor
- Coordinated and planned BizMix, networking event for students to connect with alumni
- Gained experience in fields of marketing, advertising, and public relations

The Villager, Stevenson University, Owings Mills, MD

**Writer**, September 20xx – May 20xx

- Conducted interviews to write 3 stories that were published in the campus newspaper
- Created feature stories about faculty and events on campus

## SKILLS

**Microsoft Office:** Word, Excel PowerPoint

**Adobe Creative Suite:** Illustrator, InDesign, Photoshop

**Social Media:** Facebook, Twitter, Instagram, LinkedIn