

FIRSTNAME LASTNAME

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

EDUCATION

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

- Cum Laude
- GPA: 3.78
- Honors Program

ACCOMPLISHMENTS

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

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 elements 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

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