

First and Last Name

Email | Phone Number

linkedin.com/name

EDUCATION

Southern Illinois University Edwardsville (SIUE)

Edwardsville, IL

Bachelor of Arts in Mass Communications

Expected Graduation: May 20XX

Specialization: Media Production

Minor: French

RELEVANT COURSEWORK

Writing and Designing for Digital Media

Advance Broadcast Writing

Media Law & Policy

Principles of Linguistics

Cultural Studies in Media

Digital Literacies

Media in Management

WORK EXPERIENCE

Social Media Intern

August 20XX-Present

SIUE Athletics

Edwardsville, IL

- Create and publish a social media calendar with at least 10 posts a week though all platforms
- Establish a larger presence on Instagram, with a set goal of 100 new followers
- Utilize creation platforms like Canva to make eye-catching posts

Crew Member

May 20XX-August 20XX

AMC Theater

Peoria, IL

- Completed transactions by greeting each guest, identifying the guest's request, operating point-of-sale terminals
- Answered guest questions accurately or directed them to the appropriate resource
- Cleaned and maintained auditoriums, restrooms, lobbies, concession areas, and box office areas
- Monitored auditoriums for picture and sound quality, temperature, lighting levels, audience behavior
- Uphold AMC's *Business Practice Standards* and ensure compliance with company programs

SKILLS

Microsoft Word

60 WPM Typing

Microsoft PowerPoint

Canva

Google Suite

Adobe Suite

HONORS AND AWARDS

SIUE Dean's List

Fall 2024-Present

SIUE Cougar Pride Scholarship

Fall 2023-Present

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618)650-3708 | careerdevelopment@siue.edu