

JANE SMITH

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OBJECTIVE

Staff writer position with national publication requiring writing, editing and leadership skills

EDUCATION

DAVIDSON COLLEGE, Davidson, NC. May 2007.
Bachelor of Arts in Political Science. GPA: 3.0/4.0.

E.C. GLASS HIGH SCHOOL, Lynchburg, VA. June 2003.
Honor Graduate, 2001 Prince All-American, AAUW Student-Athlete Award, Courtney Wilkerson French Scholar, Yearbook Section Editor (2 years), Tennis Team Captain, and Senior Class President.

JOURNALISM EXPERIENCE

STAFF WRITER - *The Davidsonian*, Davidson College, Davidson, NC. 2003-2007

- Wrote and edited stories for weekly student newspaper distributed to all students, faculty, and staff
- Served as News Editor from January - December 2004 and made decisions regarding content and layout

EDITORIAL & PRODUCTION INTERN - Corporate Communications, First Union Corporation, Charlotte, NC. Spring 2006

- Contributed to the planning, writing, and editing of the corporate newspaper for with readership of 2,500 employees
- Created visuals and reports, gaining exposure to production techniques

EDITORIAL INTERN - *The Business Journal of Charlotte*, Charlotte, NC. Spring 2006

- Researched and edited top twenty lists, businessperson profiles, and banking reports
- Updated research files and organized mailings

EDITORIAL INTERN - *Business North Carolina Magazine*, Charlotte, NC. August to December 2005

- Researched, proofread, and wrote articles and press releases covering topics from featured biographies to current events
- Compiled statewide figures into spreadsheet and table form for publication

OTHER EXPERIENCE

POLICY HOLDER SERVICES DEPARTMENT ASSISTANT - First Colony Life Insurance Company, Lynchburg, VA. 2004.

- Recorded beneficiary changes and collateral assignments, maintained policy files

YOUTH COUNSELOR, OFFICE ASSISTANT, & HOUSEKEEPER - Elk Canyon Ranch, Sulphur Springs, MT. Summer 2003

- Supervised children's activities, operated cash register, responded to guests' needs

ACTIVITIES

CAMPUS TOUR GUIDE – Davison Admissions, Davidson College, Davidson, NC. 2003-2007.

- Represented the college to potential students and their parents
- Led several groups per month, ranging in size from 2 – 30 prospects

STUDENT REPRESENTATIVE TO THE TRUSTEES - Davidson College, Davidson, NC. 2005-2007.

- Provided the student perspective to those overseeing the college governance

PUBLICITY CHAIR - Project Life, Davidson, NC. 2005.

- Led committee of 5 in crafting a publicity campaign resulting in increased student donors
- Created posters and organized promotional events