

Name

(000) 000-0000 (cell)

unknown@yahoo.com

EDUCATION

University of South Carolina, Columbia, SC Bachelor of Arts in Media Arts, December 2004

- Minor: English, Creative Writing Concentration
- Major GPA: 4.0 Overall GPA: 3.17

California State University, San Bernardino, CA September 2003 - June 2004

- Participant in the National Student Exchange Program
- CSU GPA: 3.52

RELATED EXPERIENCE

Knight Ridder Corp., *Customer Service Representative*, Columbia, SC, 6/04 - 2/04

- Answered inbound phone calls from Fort Wayne Newspaper customers, confirming accurate information and strengthening customer satisfaction and subscription amounts.

University of South Carolina, *Media Production Student*, Columbia, SC, 8/04 - 12/04

- Received advertising and writing credit for three pitches made to the Riverbanks Zoo and Gardens.

California State University, *Assistant at TV Studio Lab*, San Bernardino, CA, 1/04 - 6/04

- Assisted Director with daily duties, such as studio set up, technical problems, and logging footage, acquiring relevant editing and production skills. Three programs aired on the local station, Channel 3.
- Instructed students on how to use the facility.
- Integrated a new data system for lab use to make checking in and out equipment more efficient.

California State University, *Assistant to English Professor*, San Bernardino, CA, 1/04 - 6/04

- Consulted with students and evaluated their work, offering advice and grammatical assistance.
- Recorded scores and gathered work from students for grading.

University of South Carolina, *Photography Lab Assistant*, Columbia, SC, 1/03 - 5/03

- Trained students in how to develop film and photographs (black and white only).
- Mixed chemicals and cleaned lab daily.

ADDITIONAL EXPERIENCE

Harper's Restaurant, *Server*, Columbia, SC, 2/04-Present

- Demonstrated time management, multi-tasking, customer service, and conflict resolution skills.

California State University Annual Fund, *Coyote Caller*, San Bernardino, CA, 1/04 - 6/04

- Exercised interpersonal skills and revitalized alumni interaction with their college by updating information for outgoing newsletters.
- Received over \$2,500.00 for the school through donations, placing seventh out twenty callers.

Buffalo's Café, *Server, Bartender, and Hostess*, Lexington, SC, 7/01- 8/03, 6/04 - 11/04

- Exceeded expectations with a long-standing commitment and work ethic to the restaurant.
- Supervised others, utilized people skills, and established a secure connection with customers and management.

HONORS

USC Dean's List, Who's Who Among American Colleges and Universities