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# ERNIE INTERVIEW

400 West First Street, Chico CA, 95929  
ernieinterview@internet.net (555) 555-5555

## EDUCATION

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*California State University, Chico*

*May 0000*

**Bachelor of Arts: Communication Studies**

**GPA – 3.39**

*Emphasis: Organizational Communication; Minor: Marketing*

*Relevant Courses*

E-Marketing

Advanced Interviewing Skills

Interpersonal Communication

Marketing Research

Leadership & Decision Making

Gender & Communication

Advertising

Communication & Nonprofits

Intercultural Communication

## EXPERIENCE

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*California Air Resources Board – Sacramento, CA*

**Public Information Office, Student Assistant**

*January 0000 – Present*

Prepared daily news clips; directed media and general public inquiries to appropriate staff; generated memos and correspondence with staff; attended daily staff meetings; performed general clerical work.

**Public Relations Intern**

*Summer 0000*

Generated news releases; coordinated media advisories; contributed to evaluation and revision of existing news reporting procedures; provided support for education and outreach events.

*National Student Advertising Competition – Chico, CA*

**Team Member**

*January 0000 – Present*

Participated in creation of complete advertising campaign for AOL Instant Messenger.

*The Orion – Chico, CA*

**Subscriptions Coordinator**

*January 0000 – Present*

Managed mailing list and correspondence; worked in demanding business office environment; gained an understanding of operations in an advertising sales office.

*Multiple Families – Sacramento, CA*

**Nanny/Child Care Provider**

*0000 – Present*

Supervised children for extended periods of time; responsible for schedules; maintained relationships and communication with both parents and children.

## COMPUTER SKILLS

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Proficient in: Microsoft Office programs, Mozilla Thunderbird, Oracle Calendar, Adobe Acrobat, Adobe Reader, Symantec Visual, FTP Pro, and Statistica.

## AFFILIATIONS AND HONORS

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Dean's List Honor Roll: *Fall 0000, Fall 0000, & Fall 0000*

Lambda Pi Eta, Communications Honors Society, Member: *Fall 0000 – Present*

CSU Chico's National Student Advertising Competition Team: *Spring 0000 – Present*

Alpha Gamma Delta International Fraternity, Member: *Fall 0000 – Spring 0000*

C. K. McClatchy High School Student Government, Member: *Spring 0000 – Fall 0000*

Girl Scouts of America, Completed Silver Award Project: *0000 - 0000*

Humanities and International Studies Program, Student: *Fall 0000 – Spring 0000*

Johns Hopkins University – Center for Talented Youth, Frederick, MD: *Summer 0000*

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