

Samuel Sample
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Employment Objective

To obtain a position in public relations, editing, or research that utilizes communication, analytical, and writing skills.

Education

St. Johns River State College; St. Augustine, Florida
Associate of Arts; April 2013
Additional coursework in Advertising, Philosophy, and Mathematics

Human Relations and Communication Skills

- Communicated in writing and by phone to many customers of the bank.
- Handled complaints/customer discrepancies, conferred with personnel in an effort to resolve problems.
- Participated in numerous fund-raising activities.
- Represented departments in meetings and relayed information and concerns to appropriate parties.

Administrative and Management Skills

- Gathered information to process customer accounts.
- Organized billing to maintain timely accounts.
- Improved training for incoming employees.
- Interacted with various personnel through interviews, which enhanced overall efficiency of operations.

Other Skill Areas

- Strengthened communication skills by volunteering for special projects.
- Enhanced writing technique, gaining experience in different styles of writing, including press releases, public service announcements, and problem solving letters to customers.
- Acquired data interval and Microsoft Word word-processing skills.

Organizations, Honors, Awards

Secretary, SJR State College Advertising Club, 2011-2013
Yearbook Editor, Palatka High School, 2009-2010

References Available Upon Request or at <http://mywebsiteorlinkedinprofile.com>