

NAME

2000 XYZ Road ♦ Lake Forest, CA 92630
Home: 949.555.7777 ♦ Cell: 949.555.1111

NAME@EMAIL.COM

SUMMARY OF QUALIFICATIONS

Highly motivated, bilingual communications graduate seeking an opportunity to accelerate career growth in a dynamic marketing communications firm. Proficiencies and proven track record include the following:

- Excellent communication skills in English and Spanish
- Experience in writing articles and press releases
- Completed university level coursework in: Intercultural Communication, Writing for Mass Media, Graphic Communications, Writing in Visual Arts, Web Design and Production, Advanced Color Photography, Communications Law
- Ability to multi-task in fast-paced environments
- Organized and detail-oriented
- Experience in event planning, schedule coordination, budgeting, and other administrative duties
- Proficient in Microsoft Word and Excel
- Familiar with InDesign, PhotoShop, Illustrator, and Macromedia Applications

RELEVANT INTERNSHIP

APG MEDIA – ROMANTIC HOMES MAGAZINE

ORANGE, CA

Editorial Intern

June 2006 – August 2006

- Wrote articles and press releases for magazine
- Researched article topics and interviewed artists and designers
- Edited manuscripts and layouts
- Collaborated with editors and photographers on creative ideas for special projects and photo shoots
- Aided with prop shopping, product pickup and ship-back, and internet/catalog research
- Responded to advertisers' and magazine subscribers' inquiries via e-mail and mail

EMPLOYMENT HISTORY

FAIRMONT PRIVATE SCHOOL, EDGEWOOD CAMPUS

SANTA ANA, CA

Campus Assistant and Registrar

2006 – Present

- Assist Director, Assistant Director, and Admissions Director
- Manage maintenance and IT issues through "SchoolDude" database
- Maintain databases for class scheduling, grade keeping, student records, and attendance
- Produce quarterly report cards and monthly reports
- Purchase supplies and maintain budget
- Aid as substitute teacher as needed

HYATT REGENCY HOTEL

IRVINE, CA

Banquets/Convention Service Administrative Assistant

2004 - 2006

- Provided administrative support for two managers and five banquet captains
- Maintained meeting schedules and travel plans for supervisors
- Responsible for banquet and convention payroll
- Attended to guests' needs and requests
- Assisted with employee scheduling and hired temporary employees
- Organized events and purchased supplies

PACIFIC MONARCH RESORTS

LAGUNA HILLS, CA

Reservation Agent

2001-2003

- Answered high-volume calls
- Trained new employees
- Data Entry

EDUCATION

CALIFORNIA STATE UNIVERSITY, FULLERTON

Bachelor of Arts, Communications – Emphasis in Photography

August 2006

References available upon request