

JANET MARIE ALLEN

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- OBJECTIVE** Entry level position in public relations.
- EDUCATION** Candidate for B.A., May, 2015, Drew University, Madison, NJ.
History major, Writing minor. GPA 3.4
Courses in advanced writing, journalism, photography.
Drew University Study Abroad in France, Summer, 2013
- HONORS** Dean's list, four semesters
Kiwanis Club Scholarship, four years
Rose Memorial Scholarship, four years
- EXPERIENCE** New Jersey Today Magazine, Livingston, NJ,
Editorial Assistant, Fall, 2014
- Edited copy, checked sources, researched information, and prepared article on recreation opportunities in New Jersey
 - Earned college internship credit
- The Acorn (Drew University newspaper)
Feature Editor, 2013-present
- Prepared feature articles, edited copy. Developed typesetting skills
- Staff Writer, 2011-2013
- Sunset Publications, Menlo Park, CA,
Intern, Summer, 2014.
- Coordinated schedules, proofread, and helped to edit manuscripts.
 - Completed special project researching history of missions in California.
 - Prepared correspondence and reports.
- Other positions included Safeway Store checker, Summer 2013 and Macy's Department Store clerk, Summers 2011, 2012 and three winter vacations.
- ACTIVITIES** University Senator
Moderator for Drew University History Colloquium
Student Assistant, Media Resource Center
Volunteer, Early Crafts and Trades Museum, Madison, NJ
- SPECIAL SKILLS** Word, Excel, PowerPoint, Social Media
Conversational French.
- REFERENCES** References available on request