

Résumé Sample 11

First Name (Preferred Name) Last Name

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Objective

Obtain Production Intern position utilizing team management, project design, and communication skills

Education

University of Connecticut, Storrs, CT

Bachelor of Arts, Communication, May 20XX

Minor: Business Fundamentals

GPA: #.##/4.00

Skills

Technical: Video CMS; TitleMotion; Microsoft Word and Excel; Twitter; Instagram

Language: Proficient in Spanish

Television Experience

World Wrestling Entertainment (WWE), Stamford, CT

Writing Intern, Rescinded due to COVID-19

- Summer 2020 internship program cancelled due to Coronavirus pandemic

University of Connecticut Student Television (UCTV), Storrs, CT

Production Manager, August 20XX-Present

- Collaborate with a team of 9 directors to produce 12 hours of original programming per week
- Design programming schedule tailored to the University community by analyzing survey data of 16,000 undergraduates
- Supervise 15 peers by facilitating staff meetings, scheduling shifts, making staff assignments, and providing on-going critical feedback, ensuring smooth operations

News Director, September 20XX-May 20XX

- Founded and produced semi-weekly news program called “In The News Tonight,” reaching an audience of 10,000 community members
- Hired, trained and supervised 10 staff members, and provided direction to film crew

WFSB Channel 3, Rocky Hill, CT

Sports Intern, May 20XX-August 20XX

- Covered local sporting events by conducting interviews and gathering information from teams
- Logged games, edited highlights, and wrote portions of scripts for nightly sportscast

Leadership Experience

Nutmeg Big Brothers Big Sisters, Hartford, CT

Funds Developer, January 20XX-Present

- Organize *Bowl For Kids' Sake* and other events that raise money for a local chapter of the Big Brothers Big Sisters program

Volunteer Big Sister, September 20XX-Present

- Mentor a 10-year-old girl from a family with limited income once a week to promote the mentee's personal growth

Marketing Society, UConn, Storrs, CT

Public Relations Chair, January 20XX-Present

- Promote meetings, events, and speakers through social media, word-of-mouth advertising, and website updates