

ANITA CAREER

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Current Address
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514 Bakery Lane
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OBJECTIVE	To obtain a position in public relations	
EDUCATION	Bachelor of Arts, Elon University, Elon, NC Major: Communications/Corporate Minor: Business Administration GPA: 3.32 Study Abroad: London, England Earned 60% of education expenses	May 2009 Fall 2007
COMPUTER SKILLS	Microsoft Word, Excel, Access, PowerPoint, Publisher, Expression Web; Photoshop; Dreamweaver; FinalCut Pro; Visual Basic	
INTERNSHIP EXPERIENCE	Munro Forester Communications LTD , London, England Public Relations Intern <ul style="list-style-type: none">• Produced news releases, newsletter articles, and other media relations tools• Assisted in Web site development• Updated information used for media relations• Gained unique cultural perspective working in international setting City Life Magazine , Chapel Hill, NC Publications Intern <ul style="list-style-type: none">• Researched material and conducted interviews for stories• Wrote, proofed, and edited stories• Targeted articles to audience of 5000 people	Fall 2007 Fall 2006
LEADERSHIP EXPERIENCE	Elon Kernodle Center for Service Learning , Elon, NC Founder and Coordinator of "Student to Student" Program <ul style="list-style-type: none">• Presented program proposal to advisory board• Recruited and trained volunteers	Fall 2005
ADDITIONAL EXPERIENCE	McGuffy's Restaurant , Williams, VA – Waitstaff Oakhill Country Club , Williams, VA – Lifeguard	Summer 2007 Summers 2003-2006
HONORS	Order of Omega – Leadership Honor Society Dean's List – 4 semesters	
ACTIVITIES	Tour Guide – Student Admissions Committee Habitat for Humanity – Collegiate Challenge, Homestead, FL	