

# Islander Communication

123 XYZ Street, Corpus Christi, Texas 78412

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**OBJECTIVE** Seeking the position of *Communication Coordinator* with Maximum Communications

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**PROFESSIONAL SUMMARY**

Organized, goal oriented team player and self-starter with experience in journalism, videography, social media marketing and public relations. Candidate has strong interpersonal skills with diverse populations and attaining all company goals.

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**EDUCATION** Texas A&M University - Corpus Christi Corpus Christi, Texas  
Bachelor of Arts in Communication  
Expected Graduation: December 2016 GPA: 3.70

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**MAJOR ACCOMPLISHMENTS**

Outstanding Scholar in Communication Studies 2016  
Outstanding Scholar in Public Relations 2015  
Promoted: Communication Intern to Communication Specialist 2015

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**RELEVANT SKILLS**

Software: Adobe Photoshop, Illustrator, and UX Design, MS Word, Excel, PowerPoint  
Soft Skills: Leadership, Organization, Teamwork, Collaboration, Problem Solving, Public Speaking, Interpersonal and Group Communication

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**HONORS/ACTIVITIES**

COMM Club, President 2015 – Present  
Lambda Pi Eta National Communication Honor Society 2014 – Present  
Boys and Girls Club, Volunteer 2013 – Present  
Dean's List 2013 – Present

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**RELATED EXPERIENCE**

Maximum Communications, Inc. 2015 – Present  
*Communication Specialist*

- Manage marketing content daily on all social media accounts to maximize online influence
- Research Crisis Communication study on client businesses and implement effective strategies for preventing, managing, and evaluating crisis situations
- Attend department meetings and collaborate with team on current and upcoming projects
- Create and design promotional and marketing materials for clients
- Prepare and review all Public Service Announcements and submit for publication
- Train Communication Intern on marketing, public service announcements, maintenance of social media accounts and responses, and office duties

*Communication Intern* 2014 – 2015

- Monitor marketing content daily on all social media accounts
- Research information for Public Service Announcements
- Create promotional marketing materials and submit for approval
- Monitor public media inquiries and report to Communication Specialist

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**WORK HISTORY**

Rockaway Camp, Seasonal Volunteer 2014 – 2015  
McDonald's Restaurant, Cashier 2013 – 2014