

Paula Revere

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OBJECTIVE

To secure an entry-level position in the field of public relations.

EDUCATION

BA Communication, May 2008.

University of Durham, Durham, NH.

RELATED COURSES

Introduction to Public Relations, Technical Writing, Advertising and Promotion, Introduction to Mass Communication, Teamwork and Dialogue, Public Speaking as a Civic Art.

RELATED EXPERIENCE

Public Relations Intern (6/2008 to 8/2008)

Montana Management Company, Manchester, NH

- Composition of press releases using *Microsoft Word*.
- Responsible for researching and compiling new client lists using *Microsoft Excel*.
- Provided extensive administrative assistance.
- Follow up with many different publications regarding press releases.
- Assisted Vice President with the coordination of a press conference.

Sales Intern (2/2007 to 5/2007)

WTOO 1270/ "Soft Rock" 98.7 The Bay, Dover, NH

- Assisted the director of sales in a newly created intern position.
- Created original radio commercials for multiple clients that received airtime.
- Maintained professional relationships with clients through facilitated meetings.
- Researched possible new clients and assessed their advertising needs.
- Involved with sales presentations with multiple clients.

PUBLICATION

- Gustafson, Ashley M. "Mamie." The Lemonade Series; Living with Love, Laughter & Lemonade. Las Vegas, Nevada: Dad's Lemonade Stand, Inc., 2004. 57-58.

LEADERSHIP

- Sexual Harassment and Rape Prevention Program, Spring 2007.
- Oyster River Middle School Youth Night Coordinator, 2004-2005.

OTHER EXPERIENCE

Part-time Server (1/2008 to Present)

The Boarding House Care, Portsmouth, NH

- Trained new employees and successfully handled hundreds of dollars each shift.
- Maintained a friendly and hospitable environment for customers directly affecting the ambiance and reputation of the establishment.
- Able to understand how to efficiently multitask and work well as a team player.

Clerical (6/2004 to 1/2006)

Cambridge IIO Pharmaceuticals, Inc., Cambridge, MA

- Introduced new systems of organization to help with efficient handling of legal documents.
- Provided timely delivery of legal documents to attorneys and staff appropriately.