**Jane Doe**

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**EDUCATION**

WILLIAMS COLLEGE Williamstown, MA

**Bachelor of Arts Degree in English**, May 2016

GPA 3.2/4.0 GPA in major 3.4/4.0

**RELEVANT EXPERIENCE**

***Editorial Intern****, THE BUSINESS JOURNAL*, Milwaukee, WI, Summer 2015

* Researched, reported, and wrote two to four articles per week
* Explored industry trends, technological advancements, and business profiles in the Milkwaukee metropolitan area
* Contributed to research, topic exploration, and writing of *The Business Journal*’s annual supplements: *The Book of Lists, 40 Under 40*, and the *How2 Manual*

***Editor****, THE ALTERNATIVE*, September 2015–Present

* Edited stories for award-winning college newspaper according to AP style
* Contributed news, features, and editorials, consistently meeting deadlines
* Coordinated assignment of stories
* Worked in a team environment to produce two issues weekly

**ADDITIONAL EXPERIENCE**

***Student Worker***, WILLIAMS OFFICE OF STUDENT LIFE, September 2014–May 2015

* Provided information to current and incoming students, parents, and visitors concerning residence halls
* Acted as liaison between administrators and those with questions about halls
* Created displays and assisted with office tasks

***Sales Representative***, MADE IN WISCONSIN, Summers 2013–2014

* Offered friendly customer service and cash register assistance
* Trained new employees and assisted in the writing of a training manual
* Worked in customer-oriented environment, contributing to record sales periods

**ACTIVITIES AND ACCOMPLISHMENTS**

Journalism Honorary Society, Sigma Delta Chi Jones ‘GG Journalism Fellowship

Housing Coordinator Varsity Team Member, College Bowl

Volunteer Hunger Clean-up Tutor, Brayton Tutoring