

ANNA H. SENIOR

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OBJECTIVE Editorial Assistant within the publishing industry

EDUCATION **Santa Clara University**, Santa Clara, CA
Bachelor of Arts Degree in Communication with an emphasis in Print Journalism, June 20XX
Minor in Art History Major GPA: 3.47 Overall GPA: 3.22

Institute of European Studies, Madrid, Spain
Study Abroad Program, Santa Clara University, Fall 20XX

Related Coursework: Advanced Composition, Print Editing, Graphic Design,
Creative Writing, Journalism Practicum, and Public Relations

RELEVANT EXPERIENCE **Antiques & Fine Art Magazine**, San Jose, CA January 20XX-Present
Assistant Editor Intern

- Write and edit articles for *Inside Antiques & Fine Art*, the company newsletter for distribution to 150 employees
- Research and compile report for national calendar of museum events
- Assist with additional editorial projects

Amdahl Corporation, Sunnyvale, CA June 20XX-August 20XX
Employee Communications Intern

- Wrote and edited bi-weekly company newsletter for headquarters' staff of 6,000
- Researched and wrote news briefs and feature articles for internal magazine, *Update*
- Contributed to improved communication among co-workers by coordinating and promoting annual employee photography contest

Santa Clara University, Santa Clara, CA April 20XX-June 20XX
Editor-in-Chief, *Santa Clara Review*

- Managed operations and administration of student-run literary and art magazine
- Edited and selected poetry and prose; selected art and photography
- Hired, trained, and directed 30-person staff
- Supervised advertising, production, printing, typesetting, and distribution
- Controlled \$30K budget for magazine with a potential circulation of 10,000

Arts and Entertainment Editor, *The Santa Clara*

- Wrote movie, theater, and restaurant reviews for the weekly student-run newspaper
- Improved quality of section by expanding calendar of events and increasing graphics
- Supervised design and production of section; selected and edited articles

ADDITIONAL EXPERIENCE **Wells Fargo Bank**, Santa Clara, CA June 20XX-August 20XX
Flex Schedule Teller

- Assisted customers with financial banking transactions
- Validated and retrieved customer account information using computer

ACTIVITIES Graphic Artist, Activities Programming Board (APB)
Member, Women in Communication, Inc.
Volunteer, Santa Clara Community Action Program (SCCAP)

SPECIAL SKILLS *Computer Skills:* Excel, PowerPoint, Adobe InDesign
Foreign Languages: Conversational ability in Spanish