

# SCORCH DRAGON

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## EDUCATION

### B.A. Communication Studies

Dec. 20XX

Minnesota State University Moorhead

- Minor: Art
- GPA: 3.6/4.0; Dean's List: Fall 20XX-present

## INTERNSHIP EXPERIENCE

### Public Relations and Development Intern

May 20XX—Present

Fargo Non-Profit XYZ, Fargo, ND

- Wrote and edited brochures and publications mailed to target donor audience
- Managed social media, press, and video communication for 5 donor stewardship events
- Corresponded with donors regarding a campaign feasibility study
- Contributed to annual PR/Marketing plan for Foundation

### Marketing and Editing Intern

Jan. 20XX—May 20XX

National Public Radio: KZZT, Moorhead, MN

- Edited and created 30% of content for quarterly program guide with a circulation of 20,000
- Wrote and disseminated 5 newsletters, 3 media guides, and 10 news releases for clients
- Coordinated over 50 volunteers and tabulated donations during fundraisers
- Assisted with media relations and advertising campaigns for RiverFest

## SOFTWARE & SOCIAL MEDIA SKILLS

Adobe Photoshop & Adobe Illustrator

Macromedia Dreamweaver & Macromedia Flash

Social Media Platforms: Facebook, Twitter, Instagram

## LEADERSHIP EXPERIENCE

### Treasurer

Aug. 20XX—May 20XX

Campus Activities Board, Minnesota State University Moorhead, Moorhead, MN

- Maintained \$30,000 account for student organization granted the largest budget on campus
- Led a committee of 5 members in making budget decisions and reviewing policies
- Paid invoices for campus events, including comedians, bands, and movies

## WORK EXPERIENCE

### Cashier/Swim Instructor

Summers 20XX—20XX

Moorhead Parks & Recreation, Moorhead, MN

- Cooperated with managers in training approximately 30 new cashiers, concession workers, and swim instructors per summer season
- Helped reconcile front desk and concession cash registers, often totaling in excess of \$5,000 per day
- Taught swimming lessons to 150+ children and monitored safety of pool patrons

## COLLEGE ACTIVITIES

Member, United Campus Ministry

Jan. 20XX—Present

Member, Public Relations Student Society of America (PRSSA)

August 20XX-Present

Volunteer, Dragons Give

April 20XX

## FOREIGN LANGUAGE SKILLS

German (proficient)

Spanish (conversational)