

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Campus Journalist - Company / Location

MONTH YEAR - Present

- **Work With the Editor on Story Ideas:** Brainstorm story ideas based on current events on the university campus.
- **Interview Members of the Community:** Find and interview students, faculty, and others as relevant to assigned stories.
- **Attend Weekly Staff Meetings:** Meet with feature writers and editors weekly to discuss upcoming stories and receive assignments.
- **Complete Edits as Needed:** When asked, complete edits to stories written before the publication deadline.
- **Help With Paper Layout:** Help the design team decide on the cover story and where other stories should go.

Dog Sitter - Company / Location

MONTH YEAR – MONTH YEAR

- **Promote Service to Prospects:** Market dog-sitting service using word-of-mouth, social media, and other methods.
- **Meet With New Clients:** Meet with a client to discuss their needs and scheduled travel dates to set up a partnership.
- **Set Service Rates:** Create a list of rates based on trip lengths or other services, such as walks.
- **Negotiate With Clients:** Come to an agreed payment rate with each client based on the number of dogs and any other specific duties.
- **Collect Payment:** After completion of the gig, collect payment from the client in the form of cash, check, or digital payments.

Project Experience

- **Organize Back Issues of College Newspaper:** I helped the editors make copies and organize old issues for reference.
- **Conduct Sales Calls:** I made sales calls to help get more clients as a dog sitter, and it helped expand my business.
- **Manage Taxes:** I organized and filed all of my taxes without the help of an accountant but with tax software.

Education

Bachelor of Arts in English - X State University

MONTH YEAR

- Summa Cum Laude

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- People skills
- Flexibility
- Money management
- Creativity
- Teamwork

Licenses & Accreditations

Licenses Licenses & Accreditations

- Small Business License in X City
- Certified Professional Pet Sitter