

**Anywhere, New York USA**

07831 000000

[Johnsmith2014@gmail.com](mailto:Johnsmith2014@gmail.com)

## **PROFILE SUMMARY**

A recent graduate in English literature, a published columnist and former editor of the college newspaper. Demonstrates management and leadership ability, together with commercial expertise. Well-developed personal skills. Proven ability to plan and deliver projects to time, work on own initiative.

Seeking a role that will utilise both commercial ability and writing skills.

## **SIGNIFICANT ACHIEVEMENTS**

- Freelance Columnist, featured on college newspaper, City Paper and Local Magazine.
- Researched and wrote published business report and recommendations for ABC ltd
- Drove performance improvement at college newspaper

## **KEY SKILLS**

- Proficient in Microsoft Office
- Accomplished writer

## **EDUCATION**

**State University, School of Arts and Sciences** – New York, NY

**2011 -2014**

B.A. in English, GPA in Major (15 courses): 3.79/4.0, Overall GPA: 3.32/4.0  
Dean's List 2013-2014

## **PROFESSIONAL EXPERIENCE**

**ABC ltd**

**Assistant Consultant**

**July 2013 - September 2013**

Researched media buying using databases, telephone surveys, and competitor data. Produced published report and recommendations.

**College Newspaper**

**Editor**

**June 2013 - June 2014**

Duties included assigning stories to staff, editing staff contributions, responsible for layout, writing articles  
Increased print run by 20% over 12 month period

Enhanced budget by 25% by initiating alumni fundraising