

Gwen Masters
1 Winterbrook Lane
Streator, IL 60188
217.111.1111
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EDUCATION

Eastern Illinois University, Charleston, IL
Bachelor of Arts in Communication Studies, May 20xx
Concentration: Public Relations
Minor: Advertising
Major GPA: 3.23/4.00

**PROFESSIONAL
DEVELOPMENT**

CSBarks 20xx, Carol Stream, IL September, 20xx
• Assisted Carol Stream Park District Event Planner during event
• Participated in follow-up vendor calls before event
• Assisted with event set-up

**EVENT
PLANNING
EXPERIENCE**

Poker Night Committee Member, Alpha Phi Sorority
Charleston, IL
• Recruited 7 teams for participation
• Raised over \$350 for philanthropy

Big Sister Program Chairman, Alpha Phi Sorority
Charleston, IL
• Match program participants
• Plan Big Sister/Little Sister Reveal event

**EMPLOYMENT
HISTORY**

Assistant Manager, Mr. C's Hotdogs and More
Elgin, IL May 20xx-Present
• Train new employees
• Create promotional flyers to assist nonprofit organizations
• Promote business at local festivals

Assistant Manager, Gossip Salons
Carol Stream, IL February 20xx-August 20xx
• Trained new employees
• Promoted and sold product
• Assisted stylists and staff

SKILLS

InDesign
Photoshop
Illustrator
Dreamweaver
Social Media
Public Speaking

ACTIVITIES

Alpha Phi Sorority
• Big Sister Program Chairman
• Poker Night Committee
• MOPS (Mothers of Preschoolers) Liaison
Public Relations Student Society of America (PRSSA)