

# Rebecca Smith

311 Mimosa Lane, Charleston, IL 61920

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**OBJECTIVE** A public relations position requiring well-developed communication, administrative and organizational skills

**RELATED SKILLS** Experience in designing marketing research studies and surveys  
Comfortable with public speaking; excellent oral and written communication skills  
Microsoft Office; Adobe InDesign, Photoshop; All social media platforms  
Fluent in French

**EDUCATION** **Eastern Illinois University**, Charleston, IL  
Bachelor of Arts: Communication Studies, May 20xx  
Minor: Business Administration  
  
*Study Abroad* Nene College, Northhampton, England  
Combined Honours Programme, January – April 20xx

**ACTIVITIES** **Eastern Illinois University**  
Student Alumni Ambassador, 20xx-20xx

- Assisted with Open House
- Gave tours of the President's historic home

Zeta Tau Alpha Sorority, 20xx-20xx

- SPCA Volunteer
- Charleston Children's Fair Volunteer

**Work Abroad Experience**  
**College Francois Premier, Villers-Cotterets, France**  
Foreign Language Assistant, May – August 20xx

- Strengthened French communication skills by living with a native family
- Organized, planned and taught classes in a foreign language program

**EXPERIENCE** **Kirkman Sports Marketing**, Charleston, IL  
Intern, Spring Semester 20xx

- Created and sold marketing plans to clients
- Gained considerable experience organizing and assisting in all station promotions
- Developed and voiced commercials

**First Mortgage Services, Inc.**, Charleston, IL  
Customer Service Representative, August 20xx – May 20xx

- Answered customer inquiries regarding mortgage services
- Provided assistance in completing necessary forms
- Aided in the design and development of marketing plans
- Revised all investor processing forms and employee handbook