

Debra Win

Current Address:
2345 E. Landmark Avenue
Minneapolis, Minnesota 55555
612-555-4444

Permanent Address:
111 Hope Street
Des Moines, Iowa 50000
515-222-3333

Objective

A summer internship in the editorial department of a publishing firm

Related Experience

Conceptualized, assigned, wrote, and edited news stories for daily paper
Met increasing design and content needs
Increased number of new stories covered in each issue
Employed and supervised staff of 15 news writers
Laid out all news pages using QuarkXPress
Wrote articles on a variety of campus-related issues
Assisted new writers in editing, clarifying content and researching topics
Edited all copy for clarity, grammar and style

Related Skills

Microsoft Word, QuarkXPress, Illustrator, PhotoShop, Dreamweaver

Employer

The Newspaper, University of Minnesota campus newspaper
News Editor - April 2004 – present
Assistant News Editor - February – April 2004
Staff Writer - September 2002 – February 2004

Education

Bachelor of Arts degree awarded in May, 2005
University of Minnesota, Minneapolis, MN
Major: English / Minor: Information Technology
GPA: 3.7/4.0

Volunteer Work

Big Brothers/Big Sisters of America volunteer
Created a newsletter for teen programs at a local church

Honors/Awards

Dean's List each semester
Alumni Scholarship

References

Available upon request