

# Debra Win

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**Current Address:**

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

**Permanent Address:**

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

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**Job Target**

A summer internship in the editorial department of a publishing firm

**Related Experience**

- \*Conceptualized, assigned, wrote, and edited news stories for daily paper using Microsoft Word
- \*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
- \*Utilized Photoshop to crop and size digital images
- \*Assisted new writers in editing, clarifying content and research
- \*Edited all copy for clarity, grammar and style

**Employers**

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**

University of Minnesota, Minneapolis, MN  
Bachelor of Arts degree awarded in May, 2005  
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