**Ican Promot**

123 Nowuknow Drive – Huntsville, AL 35824 • (123) 456-7890 • icanpromo@bulldogs.aamu.edu

**Recent Communications Specialist graduate** seeking an entry-point career opportunity

* Experienced with using social media to promote events; used Analytics to track increase in followers
* Ability to build rapport and model extraordinary service
* Proficient with Microsoft Office Suite

# EDUCATION

**Alabama Agricultural and Mechanical University (AAMU)** Normal, AL

M.S., Communications Specialist | Concentration: Communications Media

B.A., Communications/Media | **Cum Laude** May 20xx

# Internship + Graduate Assistantship Experience

**Career Development Services | Graduate Assistant** Aug. 20xx – May 20xx

* Critiqued resumes for more than 400 students; drafted a resume guide to help freshmen create strong collegiate resumes
* Facilitated more than 30 workshops on resume writing and interviewing skills
* Co-managed the Center’s social media site; increased followers by 15% in eight months

**WJAB News Station | Television Programmer** Spring 20xx

* Took photos on- and off-campus and programmed them into the AAMU channel
* Coordinated and planned the installation, maintenance and operation of broadcast television equipment and facilities
* Worked with tech staff to solve technical problems with equipment

# WJAB News Station | News Broadcaster Fall 20xx

* Presented clear, informative and entertaining information to a broad radio audience
* Made public appearances and helped promote products on the show
* Prepared for broadcasts in advance by conducting topic research, fact-checking and preparing outlines for scripts and shows
* Compiled song lists and kept programming logs
* Learned technical aspects of the show, such as working the control board

# WORK EXPERIENCE

**Wireless4U | Sales Consultant**, Madison, AL April 20xx- March 20xx

* Presented clear information about cell phones, plans and comparisons to other companies
* Consistently met monthly sales quotas and contributed to meeting store quotas
* Set up business-to-business appointments; created new business accounts
* Set up events to promote the Brand in various communities

# LEADERSHIP + COMMUNITY SERVICE

**Vice President**, Tau Beta Sigma National Honorary Band Sorority, 20xx – 20xx

**Drummer** | **Section Leader,** AAMU Marching Band, Fall 20xx – Fall 20xx

* Dedicated 30+ hours a week to practice, drills, study hall, and performances
* Led 200+ member band through various routes; ensured order and harmony

**Volunteer |** Red Cross Fundraiser, 20xx