**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

 Corporate communications position in northern California.

**Summary**

* Corporate communications internship with Hewlett-Packard
* Magna Cum Laude graduate with BS in Communications
* Proficient with HTML, MS Office, Windows, and the Internet

**Education**

 **Bachelor of Science in Communications, May 2023**

 **Illinois State University, Normal, Illinois**

 Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Communication Strategies Organization Communication Technology

 Corporate Communications Public Relations

 Intercultural Communications Quantitative Research in Communications

 HTML/Web Development Desktop Publishing

**Experience**

 **Corporate Communications Internship, June 2022-August 2022**

 **Hewlett-Packard, Palo Alto, California**

* Re-initiated the departmental newsletter program, utilizing a common corporate format and theme to integrate with departmental news
* Launched the first Intranet-based newsletter, allowing for more efficient and cost-effective delivery of corporate news, with an annual savings of more than $60,000 in printing and delivery costs
* Developed HTML template to allow newsletter contributors to develop and deliver articles with little or no format editing
* Designed and developed new interface for Communications Department access to company-wide Intranet

 **Assistant Editor/Reporter, August 2021-Present**

 **Student News, Illinois State University, Normal, Illinois**

* Responsible for reporting of all campus social activities
* Developed weekly stories without missing a single deadline

**Activities**

* Vice President, Student Council, 2022-2023
	+ Administration Liaison for Student Council
	+ Co-chaired Complaint Resolution Committee
* President, Future Writers of America, Student Chapter, 2022-2023

©2023 CollegeGrad LLC. All rights reserved. For personal, individual use only. Templates available for free download at [CollegeGrad.com/resumes](https://collegegrad.com/resumes)