

# Elle O'Quent

(411) 555-5555 | Elle@lovetowrite.com

---

<b>Objective</b>	To obtain a technical writing internship with XYZ Airlines, Inc.	
<b>Education</b>	Embry-Riddle Aeronautical University (ERAU) <b>Bachelor of Science in Communication</b> GPA: 3.32/4.0          Honor Roll, Dean's List	Daytona Beach, FL April 2014
<b>Work Experience</b>	American Airlines <b>Corporate Communications Intern</b> <ul style="list-style-type: none"><li>Created, updated, and maintained media lists</li><li>Wrote and edited press releases, media alerts, and standby media statements</li><li>Assisted in special event coordination and execution</li><li>Updated AMR Corp. and AA.com web site content</li></ul>	Dallas-Fort Worth, TX May-Aug 2011
	Daytona Beach Ocean Convention Center <b>Marketing Assistant</b> <ul style="list-style-type: none"><li>Created press releases</li><li>Authored pieces for trade publications</li><li>Assisted Marketing Director with various research projects</li><li>Developed marketing campaign for Flagler County Volunteer Firefighters</li></ul>	Daytona Beach, FL Jan-May 2011
	Embry-Riddle Aeronautical University <b>Peer Mentor, First Year Programs</b> <ul style="list-style-type: none"><li>Assist instructor with discussing issues and engaging students in their first year of college</li><li>Share experiences, tips and assist students with adjusting to college life</li><li>Give presentations on topics assigned by instructor, including Alcohol 101, technical use of Blackboard and study skills</li></ul>	Daytona Beach, FL Fall 2010
<b>Skills</b>	<i>Public Relations/Communications</i> <ul style="list-style-type: none"><li>Brochure design, Monthly newsletter publication</li><li>Signage and posting creation</li><li>Authored trade publication articles</li><li>Press release development</li></ul> <i>Computer</i> <ul style="list-style-type: none"><li>Macintosh, Windows operating systems</li><li>Microsoft Word, Excel, PowerPoint, Publisher</li><li>Lotus Freelance Graphics, Approach, CorelDraw, Adobe Photoshop</li><li>Web design &amp; Internet research</li></ul>	
<b>Leadership &amp; Activities</b>	Editor, Embry-Riddle Avion Newspaper, ERAU Disc Jockey, WIKD ERAU Campus Radio Member, Daytona Beach Toastmasters	